

Rule 5005-20 DOCUMENTS FILED UNDER SEAL

(a) Filing Users shall electronically file a motion to file documents under seal. Documents that contain confidential, scandalous, or defamatory matter shall be filed using docket events specified by the Clerk, and access to the documents shall be limited to parties authorized by the Judge. In the event the motion to file documents under seal is denied, the motion to seal documents and attachments, as well as any associated documents electronically filed by the movant, shall be made publicly accessible on the docket.

(b) A party who is not a Filing User shall file on paper a motion to file documents under seal and related documents containing confidential, scandalous, or defamatory matter. The document to be sealed shall be in a secured envelope. Affixed to the outside of the envelope shall be a statement containing a case caption, a case number, the nature of the document, and a notation that the document is being filed under seal.

(c) The motion to file documents under seal shall include a proposed order which grants the relief requested and further states: "The docket entry for the document(s) filed under seal shall describe the document(s) as follows: [Note: Filer to include a docket description for the sealed document.]" The docket entry for a sealed document shall describe the nature of the document filed without divulging confidential, scandalous, or defamatory information.

(d) A motion to file documents under seal shall be available for public review on the docket unless it contains confidential, scandalous, or defamatory matter, in which case the motion itself shall be filed under seal.

(e) The docket entry for a sealed document shall describe the nature of the document filed without divulging confidential, scandalous, or defamatory information.

(f) The Judge shall determine who shall scan the document and enter it into the electronic filing system as well as the parties that can view it. The document shall be destroyed after it is entered into the electronic filing system.

(g) The filing party shall keep the original documents for a period of six (6) years from the date of submission.