

Rule 5005-20 DOCUMENTS FILED UNDER SEAL*

(a) A party seeking to have documents filed under seal shall contact the Clerk's Office and arrange for the hand delivery of a single secured envelope containing: a motion to file documents under seal, a proposed order, an unredacted copy of the documents to be filed under seal, and a copy of the documents to be filed under seal that have been redacted in good faith to conceal confidential, scandalous, or defamatory matter. The envelope containing the documents shall be conspicuously marked "FILED UNDER PENDING MOTION TO SEAL" and stating the complete case number.

(b) The motion to file documents under seal, and the redacted version of the documents to be filed under seal, shall be made available for public review on the docket. A party may request an exception to this paragraph by way of an accompanying hand-delivered motion.

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

*As amended by Standing Order #21-201 on January 12, 2021.