

Rule 5005-20 DOCUMENTS FILED UNDER SEAL *

(a) Filing Users shall electronically file a motion to file documents under seal, accompanied by a proposed order. The Filing User shall attach a copy of the documents to be filed under seal that have been redacted in good faith to conceal confidential, scandalous, or defamatory matter. Upon filing the motion to seal, the moving party must hand deliver a copy of the motion to seal and the unredacted documents sought to be sealed in a secured envelope to the Clerk's Office. The envelope containing the documents shall be conspicuously marked "FILED UNDER PENDING MOTION TO SEAL" and stating the complete case number.

(b) A party who is not a Filing User shall file on paper a motion to file documents under seal. Accompanying the motion shall be 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 motion, proposed order, unredacted copy of the documents, and a redacted copy of the documents shall be hand delivered in a single secured envelope to the Clerk's Office. The envelope containing the documents shall be conspicuously marked "FILED UNDER PENDING MOTION TO SEAL" and stating the complete case number.

(c) A motion to file documents under seal, and the redacted version of the documents to be filed under seal, shall be available for public review on the docket.

(d) If a motion to file under seal is denied, the filer shall promptly contact the Clerk's Office and arrange to retrieve the unredacted version of the documents.

(e) If a motion to file under seal is granted, the Judge shall determine who shall scan the documents into the electronic filing system, as well as the parties that can view the sealed documents. Paper copies of documents submitted to the Court shall be destroyed after they are entered into the electronic filing system.

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

*Affected by Standing Order #21-201 on January 21, 2021.