

Rule 5005-20 DOCUMENTS FILED UNDER SEAL

(a) A party seeking to have documents filed under seal shall file a Motion to File Document under Seal (substantially in the form of Local Form 27) and attach both a proposed order and copy of the document to be filed under seal that has been redacted in good faith to conceal confidential, scandalous, or defamatory matter (a “Redacted Copy”).

(1) A party who is a Filing User shall use CM/ECF to file the Motion to File Document under Seal with the Redacted Copy attached. Within two (2) business days of the motion being filed, the Filing User shall deliver to the Clerk’s Office by hand or overnight courier an unredacted copy of the document to be sealed (the “Unredacted Copy”). Failure to timely deliver the Unredacted Copy may result in dismissal of the Motion to File Document under Seal.

(2) A party who is not a Filing User shall deliver to the Clerk’s Office by hand or mail the Motion to File Document under Seal, a Redacted Copy, and an Unredacted Copy.

(b) If the Motion to File Document under Seal is granted, any document filed under seal shall be kept in a secure location within the Clerk’s Office. The Clerk’s Office shall destroy any document filed under seal unless it is retrieved by the submitting party within one (1) year after the closing of the case or proceeding in which it was filed.

(c) If a Motion to File Document under Seal is denied, the Clerk’s Office shall destroy the Unredacted Copy if not retrieved by the filer within fourteen (14) days of the order denying the motion.

(d) Regardless of whether the Motion to File Document under Seal is withdrawn, dismissed, granted, or denied, the filing party shall keep the original Unredacted Copy for a period of six (6) years from the date that the proceeding is closed.