

## MOTION TO SEAL EXAMPLE

The Sealed Document Guidelines provide assistance to litigants on how to file documents when 1) redaction is required for personal identifiers; 2) sealing is allowed without a motion to seal; and 3) sealing requires a motion to seal. Of these three categories, the procedures are the most complicated when filing a motion to seal. To help visualize how the guidelines would work within CM/ECF, the following example shows how a brief and attachments with confidential information could be filed in CM/ECF.

### BASIC STEPS

The procedures for requesting a motion to seal a document have three basic steps. First, the filer should file public/redacted versions of all documents. For our example, a brief with confidential information in the brief and two of four attachments would be filed in CM/ECF with the “Brief” docketing event and would appear as follows:

02/17/2021	<a href="#">view 51</a>	REDACTED BRIEF IN SUPPORT OF <a href="#">50</a> MOTION for Summary Judgment filed by ELIZABETH SMITH (Attachments: # <a href="#">1</a> Jim Smith Deposition (redacted), # <a href="#">2</a> Jim Smith Lab Report # <a href="#">3</a> Affidavit of expert Mary Smith, # <a href="#">4</a> Customer List (redacted)) (ATTORNEY, ROBERT) (Entered: 02/17/2021)
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### Document Selection Menu

Select the document you wish to view.

**Document Number:** [51](#)                      21 pages                      289 kb

<b>Attachment</b>	<b>Description</b>		
<a href="#">1</a>	Jim Smith Deposition (redacted)	35 pages	2.1 mb
<a href="#">2</a>	Jim Smith Lab Report	13 pages	0.7 mb
<a href="#">3</a>	Affidavit of expert Mary Smith	36 pages	2.1 mb
<a href="#">4</a>	Customer List (redacted)	12 pages	1.5 mb

Second, the filer should file a Motion to Seal, which is a public document. If confidential information is necessary to make the required showing, file a sealed supplement. If another party has a confidentiality interest in the documents, the other party should file a response within 14 days, making the necessary showing and including evidence in support.

Third, the filer should file all unredacted documents, using the “Sealed Unredacted Documents” event. Using the previous example, the CM/ECF docketing would appear as follows (document 53 would be the brief):

02/17/2021	<a href="#">view 53</a>	SEALED UNREDACTED DOCUMENTS - <a href="#">53</a> BRIEF IN SUPPORT OF <a href="#">50</a> MOTION for Summary Judgment (public version filed at 51) (highlighted) filed by ELIZABETH SMITH (Attachments: # <a href="#">1</a> Jim Smith Deposition (highlighted), # <a href="#">2</a> Jim Smith Lab Report, # <a href="#">3</a> Affidavit of expert Mary Smith, # <a href="#">4</a> Customer List (highlighted)) (ATTORNEY, ROBERT) (Entered: 02/17/2021)
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### Document Selection Menu

Select the document you wish to view.

**Document Number:** [53](#)                      21 pages                      289 kb

<b>Attachment</b>	<b>Description</b>		
<a href="#">1</a>	Jim Smith Deposition (highlighted)	35 pages	2.1 mb
<a href="#">2</a>	Jim Smith Lab Report	13 pages	0.7 mb
<a href="#">3</a>	Affidavit of expert Mary Smith	36 pages	2.1 mb
<a href="#">4</a>	Customer List (highlighted)	12 pages	1.5 mb

If you have any questions regarding these examples or procedures for filing sealed documents, please contact the Clerk’s Office at 336-332-6000.