

**United States District Court
District of Utah**



INSTRUCTIONS FOR ELECTRONICALLY FILING SEALED DOCUMENTS

REMINDERS

- **Redacted Versions** – redacted versions of any sealed document must be electronically filed before entering the sealed version. The caption page must state REDACTED VERSION beneath the judge’s name on the document.
- Electronic access to sealed filings will remain with court staff only. CM/ECF will send a Notice of Electronic Filing (NEF) to other registered e-filers on that case upon filing a sealed document that will state the name of the document, but it will not contain a link to the document.
- The filing attorney will be responsible for serving sealed documents with a copy of the NEF attached. Certificates of Service must reflect the method of service.
- PDF images of sealed filings must display the redacted portions as **highlighted** text.
- The caption for sealed versions must clearly state FILED UNDER SEAL PURSUANT TO ORDER DATED _____.
- Sealed documents may be unsealed at any time upon order of the court.
- Applications for Leave to Proceed Without Prepayment of Fees (IFP) will continue to be filed in paper with the clerk’s office.

FILING

1. The Redacted Document

- a. Select CIVIL on the blue toolbar at the top of the screen.
- b. File the REDACTED version of the document using the appropriate event, i.e., motion must be e-filed using the “Motion” filing event, oppositions to motions are to be e-filed using the “Memorandum in Opposition to Motion” filing event, etc.;
- c. Select the filer and attach the PDF document.
- d. Link the document to any related entries, i.e., if this document relates to a motion, link it to the motion.
- e. Proceed through the entry until you reach the docket text box. Add “REDACTED” to the final docket text.
- f. Submit the entry and verify completion with the NEF.

2. Motion for Leave to File Under Seal*

- a. Select CIVIL on the blue toolbar.
- b. Select the Motions link under the Motions and Related Filings heading.

- c. Select **Leave to File Sealed Document** motion relief.
- d. Select the filer and attach the PDF document.
- e. Link the motion to the REDACTED version of the proposed sealed document.
- f. Modify docket text, if necessary.
- g. Submit the entry and verify completion with the NEF.

3. Proposed Sealed Document**

- a. Select **Other Documents** under the Other Filings heading.
- b. Select **Sealed Document** from the dropdown box.
- c. Enter the civil case number.
- d. Click Next on the case verification screen.
- e. Click Next after reviewing the notice re: text-only NEF.
- f. Attach PDF image(s) of the sealed document (including any attachments), following the guidelines outlined in the CM/ECF and E-Filing Administrative Procedures Manual.
- g. Select the filing party(s). (If this is a joint filing, pick only the party(s) you represent.)
- h. Click the box next to the question **Should the document you are filing link to another document in this case?** Enter the filing date or document number of the redacted version if known. If not known, then leave blank. Click Next.
- i. Click the box next to the REDACTED version of the document.
 - If this is a sealed version of a response, reply, or other document relating to a motion, select the related motion as well so the sealed document appears as part of the briefing on that motion.
- j. Click Next when all relevant documents have been selected.
- k. Modify docket text, if necessary. Click Next.
- l. Verify final docket text and filename of PDF. If correct, click Next.
- m. Send copies of the NEF verification and the document to all other parties.

*If the motion itself must also be filed under seal, select the **Motion for Leave to File Under Seal - SEALED** filing event and follow the motion-filing procedure outlined above.

**Follow these instructions even if your proposed sealed document is a motion. Do not use the motion event.