

**UNITED STATES DISTRICT COURT  
DISTRICT OF UTAH**

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**ELECTRONICALLY FILING SEALED DOCUMENTS IN CRIMINAL CASES**

**1. Electronic Filing of Sealed Documents**

a. No Motion Required

- i. Pursuant to DUCrimR 49-2(c), documents containing sensitive, confidential, or personal information for or about a defendant or other individuals; documents pertaining to grand jury matters; or documents prepared for the court's use in plea or sentencing proceedings, may be filed under seal without a motion or prior approval from the court. If the entire case has been sealed, however, no efileing is permitted, as the docket is not available to anyone outside the court.

b. Caption Requirement

- i. The caption for sealed documents must clearly state FILED UNDER SEAL.

c. Service of Sealed Documents

- i. Sealed documents, including motions will not appear on the public docket, and no Notice of Electronic Filing (NEF") will be sent.
- ii. Counsel are responsible for serving copies of sealed documents on other parties.

d. Sealed Ex Parte Motions Filed by CJA Panel Attorneys

- i. CJA Panel Attorneys who are requesting authorization for expert services should do so by submitting a request and supporting memorandum for authorization in the court's eVoucher system. These requests should not be efiled in CM/ECF.
- ii. The following sealed ex parte motions may be efiled in CM/ECF in unsealed cases: motions for issuance of subpoenas, motions for subpoenas duces tecum, motions for appointment of co-counsel, and motions for orders permitting medical or psychological contact/visits.

**2. Efiling Procedures for Criminal Filings**

a. **Sealed Motions** –

- i. Select CRIMINAL on the blue toolbar.
- ii. Enter the case number and follow the prompts to select the filer

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- iii. Select **Sealed Motion** under the Motions and Related Filings category

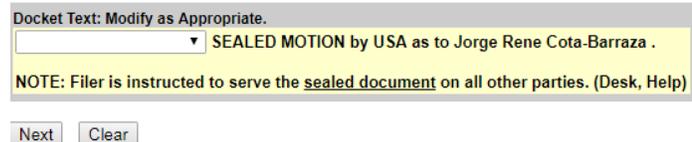


- iv. Click Next to advance after reading the notifications regarding proposed orders and the notification of sealed filings.
- v. Attach the PDF and complete the filing, linking to any previously filed related documents, if necessary.

Select the pdf document and any attachments.



- vi. Review final docket text. Add a modifier if needed.



\*NOTE: The docket text relating to sealed documents in criminal cases do not have descriptive text. The docket text will state only the name of the event, such as “Sealed Motion, the name of the filing party, and the defendant the filing applies to.

\*NOTE: The docket text will remind the filer that they are responsible for serving sealed documents on other parties, as no NEF will be sent for sealed documents. Even though a NEF will appear upon completion of filing the motion, **this notice will not be sent to any party on the case, including the filer.** The filer will be responsible for serving any other parties, when necessary.

- b. **Other Sealed Documents** - Documents filed per DUCrimR 49-2(c)(3) in unsealed cases are to be filed using the “Sealed Entry-Document” event.

- i. Select **CRIMINAL** on the blue toolbar.
- ii. Select **Other Documents** under the Other Filings category

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- iii. Select Sealed Entry-Document from the drop-down menu.

Other Documents  
sealed Click your selection, or use arrow  
Available Events (click to select an event)  
Sealed Entry-Document  
Next Clear

- iv. Enter the case number. Select the appropriate defendant, if necessary.
- v. Click Next after reading the screens reminding you that no NEF will be sent and that a certificate of service should be attached to the document image.
- vi. Add the PDF(s) of the Main Document, and any attachments.
- vii. Select the party filing the Document.
- viii. Link the entry to any related entries.
- ix. Submit the filing.
- x. **No Notice of Electronic Filing will be sent. The filer is responsible for serving copy of the filing to the appropriate parties.**