

ELECTRONIC CASE FILING



User's Manual

How to File Civil Sealed Documents

Southern District of California
(August, 2011)

User's Manual for Civil Sealed Documents for Attorneys

Getting Started

Effective August 1, 2011, attorneys must electronically file civil sealed documents in CM/ECF. The attorney will E-file a motion to file documents under seal, then electronically lodge the proposed sealed documents, and then e-mail to the assigned judge the proposed order granting the motion to file the documents under seal. If the order is granted the Clerk's Office will file the lodged documents as a sealed document on the case docket. This policy is outlined in the Electronic Case Filing Administrative Policies and Procedures Manual, Section 2.j.

Help Desk

If you need assistance with this process please contact the Clerk's Office:

- Call the CM/ECF Help Desk at (866-233-7983) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.

Important Notes - Things you need before you begin to file a sealed document in a civil case:

1. The motion to seal must be saved to PDF – The Motion to File Documents Under Seal is a public entry on the docket and the document will be available to the public.
2. The proposed sealed document(s) must be saved to PDF. Only Court Staff will have access to view the proposed sealed documents, however, the docket text will be available for viewing by attorneys and the public. The docket text will not contain specific information identifying the nature of the proposed sealed document.
3. Counsel must serve copies of the sealed lodged proposed documents upon opposing counsel in a conventional manner.
4. Proposed order for the judge – in Word or WordPerfect format must be e-mailed to the assigned judicial officer.
5. The proposed sealed documents will be filed by the Clerk's Office when ordered by the court.

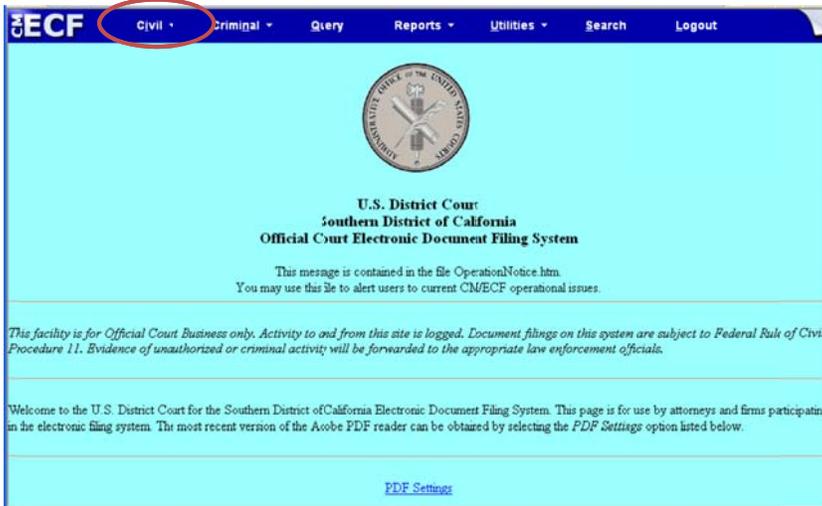
Important Notes continued:

- ✓ Proposed sealed documents in **criminal cases** must be submitted in paper format.
- ✓ Documents in **sealed cases** must be submitted in paper format.
- ✓ *Ex Parte* Documents for which no notice is to be provided to opposing parties should be filed in paper format under seal.
- ✓ Pursuant to the court's Electronic Case Filing Administrative Policies and Procedures, Section 2, f., registered attorneys must electronically sign the motion with an s/attorney name.
- ✓ Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2, e. for documents exceeding 20 pages.
- ✓ Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.
- ✓ If the Motion to Seal itself should also be filed under seal, counsel must follow the same process to obtain leave to file that motion under seal, i.e., e-file a Motion to File Documents Under Seal and electronically lodge the sealed motion and other sealed documents.
- ✓ If the Order to Seal is also to be filed under seal, it must so state.

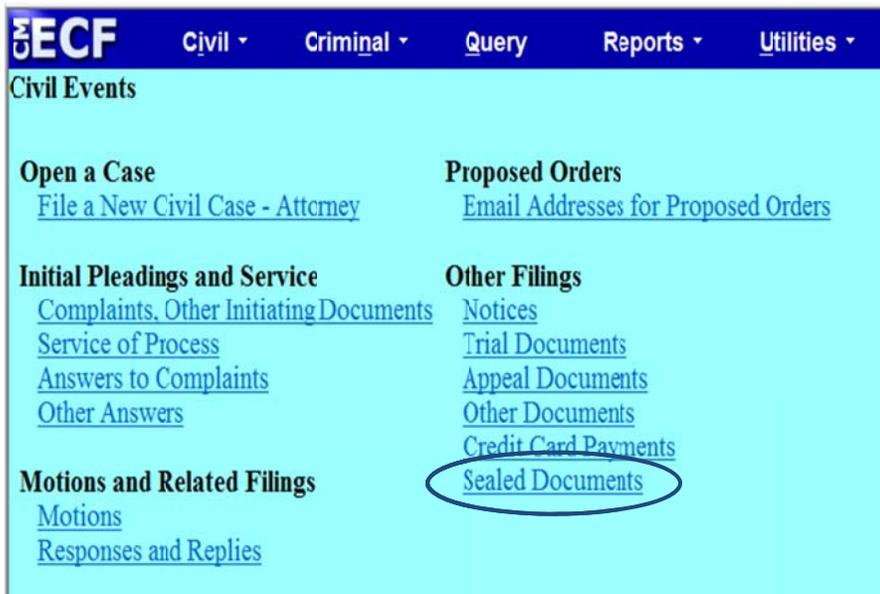
Step 1

To Begin: How to E-file a Sealed Civil Motion to File Documents Under Seal

To begin filing a Motion to Seal Documents in a Civil Case, click on **Civil** on the Main ECF menu bar.

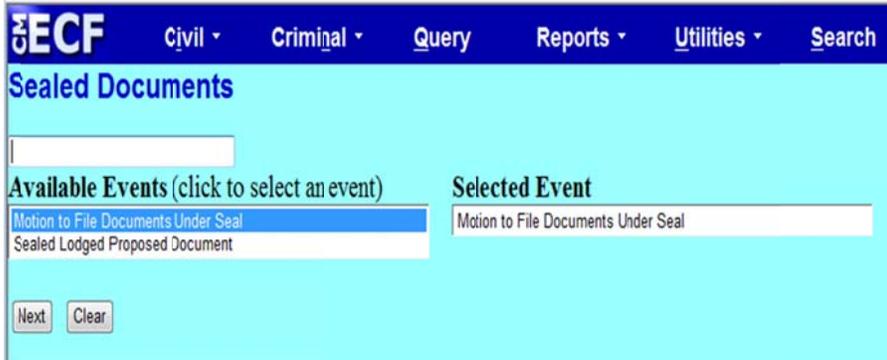


Click on the **Sealed Documents** hyperlink from the Other Filings list.



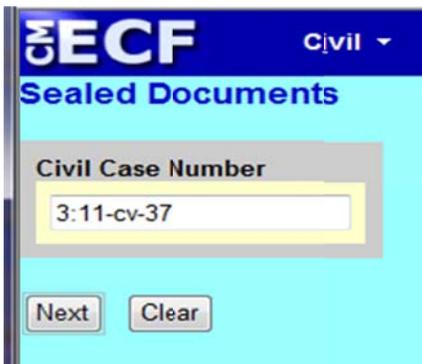
Step 1 continued:

Select **Motion to File Documents Under Seal** event. The selected event will appear in the Selected Event field. Click **Next** to continue.



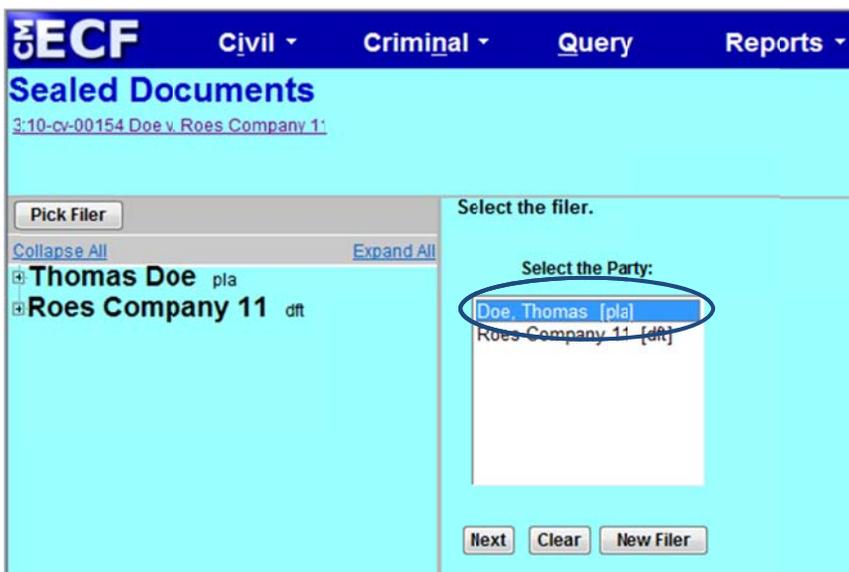
The screenshot shows the ECF 'Sealed Documents' interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below the navigation bar, there is a search input field. The main content area is divided into two sections: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes 'Motion to File Documents Under Seal' (highlighted in blue) and 'Sealed Lodged Proposed Document'. The 'Selected Event' field contains 'Motion to File Documents Under Seal'. At the bottom, there are 'Next' and 'Clear' buttons.

Enter the Civil Case Number and click **Next**.



The screenshot shows the ECF 'Sealed Documents' interface. The 'Civil Case Number' field is highlighted with a yellow border and contains the text '3:11-cv-37'. Below the field are 'Next' and 'Clear' buttons.

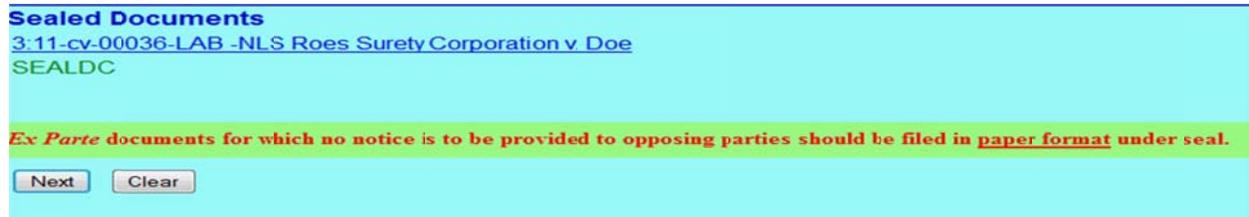
On this screen select the filer of the Motion to Seal and click **Next** to continue.



The screenshot shows the ECF 'Sealed Documents' interface. The case number '3:10-cv-00154 Doe v. Roes Company 1' is displayed. A 'Pick Filer' button is visible. Below it, there are two expandable sections: 'Thomas Doe pla' and 'Roes Company 11 dft'. To the right, the 'Select the filer.' section is active, showing a list of parties: 'Doe, Thomas [pla]' (highlighted with a blue oval) and 'Roes Company 11 [dft]'. At the bottom, there are 'Next', 'Clear', and 'New Filer' buttons.

Step 1 continued:

NOTE: *Ex Parte* documents for which no notice is to be provided to opposing parties should be filed in paper format under seal. Click **Next** to continue.



Follow the instructions on the screen:

- ✓ Remember, you are in the live database, **do not** attach documents you want filed under seal.
- ✓ Upload the **Motion to File Documents Under Seal** on this screen.
- ✓ Docket the Sealed Lodged Proposed Document **after** completion of the filing this motion.

At the Browse button upload the motion to seal, and add as attachments any additional supporting documents, then click **Next** to continue.



REMEMBER: This is a public event. Do NOT attach documents you want filed under seal!

Step 1 continued:

This is the final text window; the docket text lists the Motion to File Documents Under Seal. Click **Next** to continue. The Notice of Electronic Filing is generated and sent to all registered users in the case.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
3:10-cv-00154 Doe v. Roes Company 11

Docket Text: Final Text
MOTION to File Documents Under Seal (attytrain01,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
C:\fakepath_Motion.pdf pages: 1

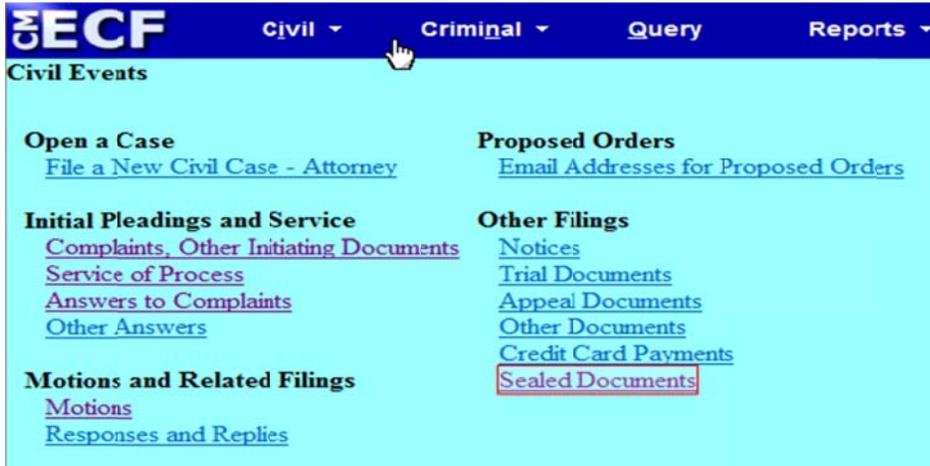
Next Clear

**AS SOON AS THE NOTICE OF ELECTRONIC FILING IS GENERATED,
E-FILE THE SEALED LODGED PROPOSED DOCUMENTS.**

Step 2

File the Lodged Sealed Proposed Document

Click on the **Sealed Documents** hyperlink from the Civil Events list.

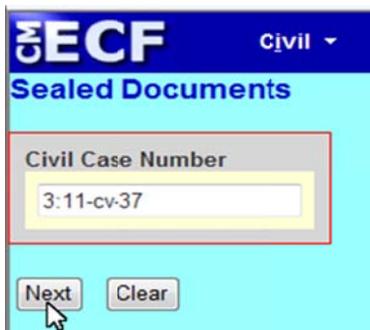


Step 2 continued:

Select **Sealed Lodged Proposed Document** event, and click **Next** to continue.



Since you are still in the case, the case number will be displayed in the case number field. Click **Next** to continue.



Step 2 continued:

Follow the instructions on the screen:

- ✓ Do **Not** use this event for Proposed Orders
- ✓ This event is to be used **ONLY** for proposed Sealed Documents in conjunction with a Motion to File Documents Under Seal
- ✓ The attached documents will be **Sealed**. Only court staff will have access to view the attached documents.
- ✓ At the **Browse** button upload the Sealed Lodged Proposed Documents. If the document is larger than 10mg save it in multiple parts and attach each part as an exhibit.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe

Upload your Sealed Lodged Proposed Documents on this screen.

Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case pursuant to the Admin Policies & Procedures Manual, section II.h.

Select the pdf document and any attachments.

Main Document
K:\COMMON\EVERYONE\CM-ECF COI Browse...

Attachments	Category	Description	
1. K:\COMMON\EVERYONE\CM-ECF COI Browse..	Exhibit	2	Remove
2. Browse..			

Next Clear

Remember: Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case pursuant to the Administrative Policies and Procedures Manual, section 2, h.

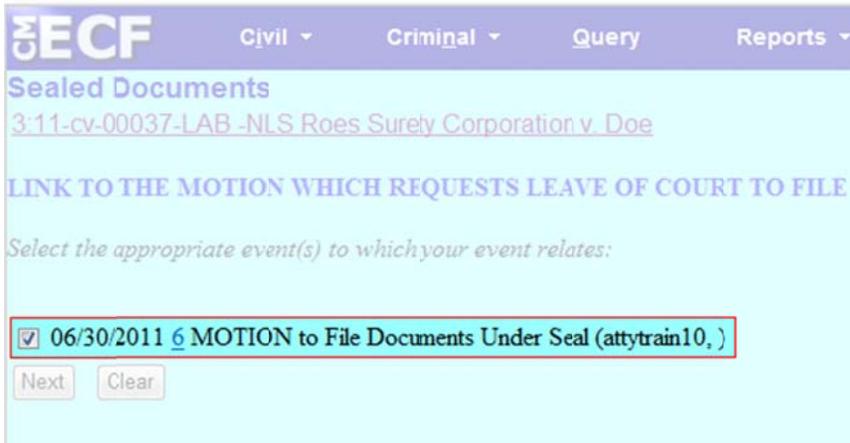
Step 2 continued:

On this screen link the Motion to File Documents Under Seal to the Sealed Lodged Proposed Documents.

If the event Motion to File Documents Under Seal has not been previously entered on the docket you will not be able to proceed any further in the lodgment of the proposed sealed documents.

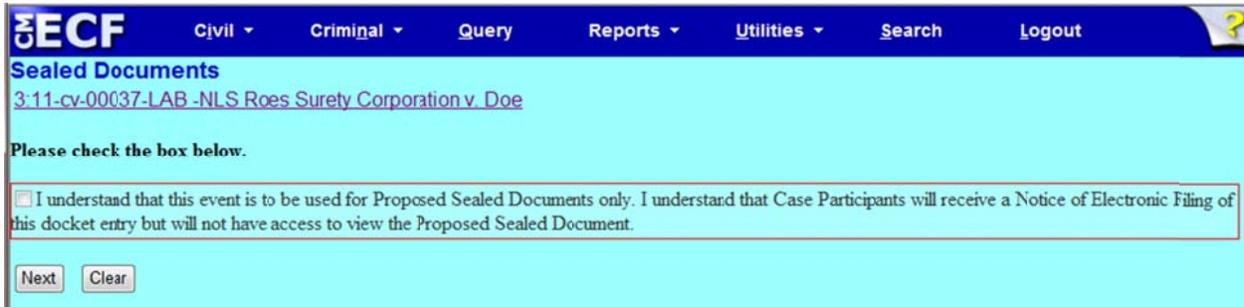


To aid in this process the system will automatically make the selection for you. Click **Next** to Continue.



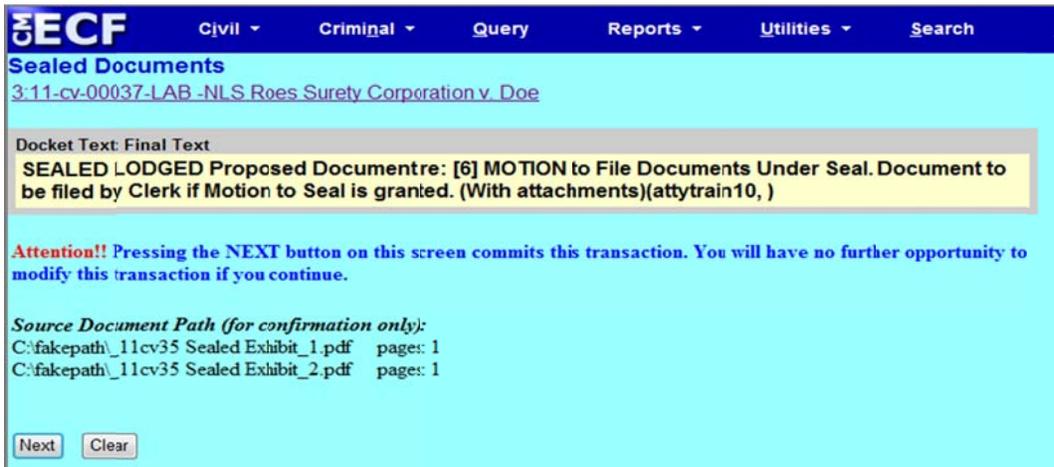
Step 2 continued:

You must check the box below to continue on to the next screen. Read the text, check the box, and click **Next** to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Documents" and the case name is "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". The main content area contains the instruction "Please check the box below." followed by a checkbox and the text: "I understand that this event is to be used for Proposed Sealed Documents only. I understand that Case Participants will receive a Notice of Electronic Filing of this docket entry but will not have access to view the Proposed Sealed Document." At the bottom of the form, there are two buttons: "Next" and "Clear".

In the Final Docket Text the Sealed Lodged Proposed Documents are linked to the Motion to File Documents Under Seal, and the text also indicates attachments were included in the filing. Click **Next** to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Sealed Documents" and the case name is "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". The main content area contains the instruction "Docket Text: Final Text" followed by a highlighted box containing the text: "SEALED LODGED Proposed Documentre: [6] MOTION to File Documents Under Seal. Document to be filed by Clerk if Motion to Seal is granted. (With attachments)(attytrain10,)". Below this, there is a warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there is a section titled "Source Document Path (for confirmation only):" followed by two lines of text: "C:\fakepath_11cv35 Sealed Exhibit_1.pdf pages: 1" and "C:\fakepath_11cv35 Sealed Exhibit_2.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

Step 2 continued:

The Notice of Electronic Filing is generated and sent to all registered users in the case.

The screenshot shows the CM/ECF interface for a sealed document. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is "Sealed Documents" and the case name is "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". The court is identified as the U.S. District Court, Southern District of California. The main section is titled "Notice of Electronic Filing" and contains the following information:

The following transaction was entered by attytrain10, on 6/30/2011 at 4:20 PM PDT and filed on 6/30/2011
Case Name: Roes Surety Corporation v. Doe
Case Number: [3:11-cv-00037-LAB -NLS](#)
Filer:
Document Number: [7](#)

Docket Text:
SEALED LODGED Proposed Document re: [6] MOTION to File Documents Under Seal. Document to be filed by Clerk if Motion to Seal is granted. (With attachments)(attytrain10,)

3:11-cv-00037-LAB -NLS Notice has been electronically mailed to:

attytrain10 deadmail@casd.uscourts.gov
Lillian L. Litigator litigator@example.com

3:11-cv-00037-LAB -NLS Electronically filed documents must be served conventionally by the filer to:

If you need assistance with this process please contact the Clerk's Office. Call the CM/ECF Help Desk at (866-233-7983) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.