

PILOT PROGRAM INSTRUCTIONS TO ATTORNEYS
PROCEDURES FOR FILING UNDER SEAL DOCUMENTS

A. For Requests to Seal Documents Only (Not the Application and Order):

1. Electronically file the application to seal and the declaration giving notice or proof of service.
2. Attach a proposed order to the electronically filed application using the standard procedure for filing an application with a proposed order. *See* L.R. [5-4.4.1](#).
3. Indicate which of the three following actions will be taken if the application is denied:
 - (1) Counsel will publicly file the document(s) for consideration by the Court;
 - (2) Counsel will retrieve the chambers copy of the document(s); or
 - (3) The clerk will destroy the chambers copy of the document(s).
4. After electronically filing the application and proof of service, send an email to SB_Chambers@cacd.uscourts.gov containing the subject line “Under Seal Request in Case No. _____” and the following attachments:
 - (1) a PDF version of the application to seal and declaration giving notice or a proof of service;
 - (2) a Word version of the proposed order (including the proposed action to be taken if the application is denied, *see* above); and
 - (3) a PDF version of the document(s) to be filed under seal with a caption page clearly marked “UNDER SEAL.” The subject line of the email should have the case number, plus the words “UNDER SEAL REQUEST.”

B. For Requests to Seal the Application, Order, and Document(s):

1. Electronically file a NOTICE OF MANUAL FILING indicating that the following have been submitted to the Court: (1) an application to seal; (2) a declaration giving notice or a proof of service; (3) a proposed order; and (4) the documents to be placed under seal.
2. Send an email to [SB Chambers@cacd.uscourts.gov](mailto:SB_Chambers@cacd.uscourts.gov) containing the subject line “Under Seal Request in Case No. _____” and the following attachments:
 - (1) a PDF version of the application to seal and declaration giving notice or a proof of service;
 - (2) a Word version of the proposed order (including the proposed action to be taken if the application is denied); and
 - (3) a PDF version of the document(s) to be filed under seal with a caption page, clearly marked “UNDER SEAL.”

*****OTHER IMPORTANT INFORMATION*****

1. If the sealing request is approved, the document itself will not be viewable by the public, but the title of the pleading will be placed on the public docket and viewable (e.g., “Declaration of John Doe, Exhibit A”).
2. All applications must provide reasons why the parties’ interest in filing the document(s) under seal outweighs the public’s right to access.
3. All applications must specify which portions of the document(s) to be filed under seal are confidential.
4. If a party submits an application to file under seal pursuant to a protective order only (i.e., no other reason is given), the application will be denied unless the Court receives—within 48 hours from the notice of filing—a document entitled “Addendum to Application to File Under Seal Pursuant to Protective Order” that: (1) provides the reasons justifying the request for sealing; and (2) specifies which portions of the document are confidential.