

**INSTRUCTIONS TO ATTORNEYS  
PROCEDURES FOR FILING UNDER SEAL DOCUMENTS IN  
CRIMINAL CASES**

**REQUEST TO SEAL DOCUMENT(S) ONLY, NOT THE APPLICATION AND PROPOSED ORDER:**

Electronically file the application to seal and/or declaration giving notice or proof of service. During the electronic filing process, attach the proposed order to the application. See Local Rule 5-4.4.1.

Proposed order shall have an alternative signature line in case it's denied:  
(Add an option below for return of documents)

1. Attorney shall retrieve the chambers copy of the document(s); or,
2. Clerk destroys the chambers copy of the document(s).

After electronically filing the application and proof of service, send an email to the chambers email address at [dmg\\_chambers@cacd.uscourts.gov](mailto:dmg_chambers@cacd.uscourts.gov), containing a PDF version of the application to seal, declaration giving notice or a proof of service, Word or WordPerfect version of the proposed order and a PDF version of the document(s) to be filed under seal. The subject line of the email should have the case number, including the words "UNDER SEAL REQUEST."

A PDF file that is too large to send by email may be split into several smaller PDFs. Each document or sets of documents shall have a title page pursuant to Local Rule 11-3.8, and should only contain the materials to be filed under seal. For example, DO NOT email a PDF of exhibits 1-40 if only exhibits 5, 20 and 39 are to be filed under seal.

A MANDATORY CHAMBERS COPY of the unredacted documents to be sealed shall be delivered by no later than 12:00 noon the following business day to any of the following locations as appropriate:

- \* Clerk's Office Window on the 4th floor (First Street courthouse)
- \* Criminal Intake, Room 178 (Roybal Federal Building)

**Please note:** If approved, the document itself will be sealed and not viewable by the public. However, the title that you insert on the caption of the sealed document will be viewable on the docket entry. For example, the public docket entry would read as follows: "Declaration of John Doe, Exhibit A." Therefore, you should be circumspect about the title of the document if that may reveal confidential information.

## **REQUEST TO SEAL THE APPLICATION, PROPOSED ORDER AND DOCUMENT(S):**

Electronically file a NOTICE Of MANUAL FILING indicating that an application to seal, declaration giving notice or proof of service, proposed order sealing and under seal documents have been submitted to the Court.

Proposed order shall have an alternative signature line in case it's denied:

(Add an option below for return of documents)

1. Attorney shall retrieve the chambers copy of the document(s); or,
2. Clerk destroys the chambers copy of the document(s).

Send an email to the chambers email address at [dmg\\_chambers@cacd.uscourts.gov](mailto:dmg_chambers@cacd.uscourts.gov), containing a PDF version of the application to seal, declaration giving notice or proof of service, Word or WordPerfect version of the proposed order and a PDF of the document to be filed under seal. The subject line of the email should have the case number, including the words "UNDER SEAL REQUEST."

A PDF file that is too large to send by email may be split into several smaller PDFs. Each document or sets of documents shall have a title page pursuant to Local Rule 11-3.8, and should only contain the materials to be filed under seal. For example, DO NOT email a PDF of exhibits 1-40 if only exhibits 5, 20 and 39 are to be filed under seal.

A MANDATORY CHAMBERS COPY of the unredacted documents to be sealed shall be delivered by no later than 12:00 noon the following business day to any of the following locations as appropriate:

- \* The box located outside Room 218P (312 N. Spring Street)
- \* Criminal Intake, Room 178 (Roybal Federal Building)

**Please note:** If approved, the document itself will be sealed and not viewable by the public. However, the title that you insert on the caption of the sealed document will be viewable on the docket entry. For example, the public docket entry would read as follows: "Declaration of John Doe, Exhibit A." Therefore, you should be circumspect about the title of the document if that may reveal confidential information.