

PILOT PROGRAM - INSTRUCTIONS TO ATTORNEYS PROCEDURES FOR FILING UNDER SEAL DOCUMENTS IN CRIMINAL MATTERS

REQUEST 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. Separately attach a proposed order to the electronically filed application (standard procedure for filing application with a proposed order).
3. After electronically filing the application and proof of service, send an e-mail to GJS_Chambers@cacd.uscourts.gov with an attachment containing (1) a PDF version of the application to seal and declaration giving notice or a proof of service; (2) a Microsoft Word version of the proposed order to seal the application, and the proposed order granting/denying stipulation, application, etc.; and (3) a PDF of the document(s) to be under seal with a caption page clearly marked "UNDER SEAL." The subject line of the e-mail should have the case name and number, plus the words "UNDER SEAL REQUEST".
4. DO NOT deliver copies of the documents to chambers on the 3rd floor. If the Court grants the application, the Court will docket the Order, which will be publically viewable, and provide the moving party with a copy of the Order and the documents filed under seal. If the Court denies the application, counsel will either publically file the documents(s) considered by the Court.

REQUEST 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 the chambers email at GJS_Chambers@cacd.uscourts.gov with an attachment containing (1) a PDF version of the application to seal, declaration giving notice or a proof of service, and documents to be placed under seal; (2) a Microsoft Word version of the proposed order to seal the application and the proposed order granting/denying stipulation, application, etc.; and (3) a PDF of the document(s) to be filed under seal with a caption page clearly marked "UNDER SEAL." The subject line of the e-mail should have the case name and number, plus the words "UNDER SEAL REQUEST."
3. DO NOT deliver copies of the documents to chambers on the 3rd floor. If the Court grants the application, the Court will docket the Order, and provide the moving party with a copy of all the documents filed under seal, i.e., the application, order and the documents submitted. If the Court denies the application, the Court may direct counsel to publically file the documents(s) considered by the Court.