

Procedures for Filing Documents Under Seal in Criminal Cases Pending on Judge Staton's Docket

In lieu of the provisions of Local Criminal Rule 49-1.2(b)(3), parties must follow these procedures.

Where possible, counsel (and pro se litigants) must avoid requesting the sealing of the application, supporting declarations, and proposed order¹ unless those documents also contain information that should be sealed. Overbroad requests to seal applications, declarations, and orders may be denied.

The filer must first electronically file a Notice of Manual Filing on the public docket. All documents related to under-seal filings must then be emailed to the CRD at the email address that appears in the footer of this document.² The application to seal and/or supporting declaration(s) must advise the Court whether the opposing party objects to proposed under-seal filing.

In response, the Court will rule on the application to seal. If the application to seal is GRANTED, the CRD will file the relevant document(s) under seal and will email conformed copies of the under-seal filings to the filer. If the application to seal is DENIED, the CRD will delete the emailed PDF file(s). The CRD will not file any document(s) on the public docket.

The filer must promptly serve conformed copies of under-seal filings on the other party via email and must, within 24 hours of receiving the conformed copies, electronically file on the public docket proof of such service that includes the information set forth in Local Civil Rule 5-3.1.2.

If ordered to do so, within 3 days of the entry of the Court's Order, the filer must electronically file public redacted versions of any under-seal documents. Redactions must be limited to information that warrants under-seal filing.

Sealed documents are subject to unsealing at a later date when the relevant legal standards so require.

¹ All documents to be filed on the docket must conform with e-filing requirements Local Civil Rules 5-4.3, including, most notably, that they be submitted in .pdf format. Proposed orders must also be submitted in editable Microsoft Word format.

² Arrangements to file voluminous documents not amenable to email submission, or arrangements to file other media, may be made by emailing the CRD. Mandatory chambers copies of sealed documents may not be left in the Court's drop box; they must be **HAND-DELIVERED TO THE CLERK'S OFFICE INTAKE WINDOW.**