

CIVIL CASES (sealing a document only; not the application or order): The filing party must electronically file: 1) the application to seal, 2) REDACTED declaration (establishing good cause and informing the Court of any opposition), 3) proposed Order, 4) UNREDACTED version of the declaration, and 5) UNREDACTED version of the document proposed to be sealed. IMPORTANT: During the docketing sequence, counsel must select YES to seal the unredacted declaration, and the unredacted document proposed to be sealed. The application, proposed Order and redacted versions are viewable to the public. The filing party must manually serve other counsel with the unredacted, sealed documents as they will not be accessible from the docket. **See also Local Rule 79-5.2.2.**

Thereafter, the filing party must provide a paper, mandatory chambers copy of ALL documents to the judge; these must be delivered to the courtesy box located on the Fourth Floor of the First Street Courthouse by no later than Noon the day following the electronic filing.

The filing party must then send an email to chambers at WDK_chambers@cacd.uscourts.gov containing a PDF version of the FILED Application and WORD version of the proposed Order; see L.R. 5-4.4.2.

If the application is granted, the filing party must electronically file the sealed document, *and link the document to whichever motion the under seal filing is intended to support*. The Clerk will not convert the proposed sealed document into a new filing.

If the application is denied, the filing party *may* file the documents in the public case, unsealed, no later than 10 days after the application is denied, unless the Court orders otherwise. If the filing party wants the unredacted documents returned, counsel must contact the clerk within 10 days of the entry of the order or the documents will be shred.

CRIMINAL CASES (sealing the application, order and document): The filing party must electronically file a NOTICE OF MANUAL FILING OR LODGING ([G-92](#)) listing all documents for which a seal is requested, and manually serve other counsel with the documents since they will not be accessible from the docket. It is not necessary to lodge the documents at the Criminal Intake Dept., Roybal Federal Building, but counsel *may* do so if they wish. ***DO NOT ELECTRONICALLY FILE THE DOCUMENTS.***

Thereafter, the filing party must provide a paper, mandatory chambers copy of ALL documents to the judge; these must be delivered to the courtesy box located on the Fourth Floor of the First Street Courthouse by no later than Noon the day following the electronic filing.

The filing party must then send an email to chambers at WDK_chambers@cacd.uscourts.gov containing a PDF version of ALL documents, and a WORD version of the proposed Order; see L.R. 5-4.4.2.

If the application to seal is granted, the Clerk will add the documents to the docket, and return a conformed paper copy to counsel - *IF a copy is provided by counsel to do so*. Counsel will not receive a conformed copy, if not provided.

If the application to seal is denied, the filing party may request the copies returned by contacting the Clerk within 10 days of the entry of the order or the documents will be shred.