



United States District Court Eastern District of Washington

New Procedures for Filing Sealed Documents in CM/ECF

Questions:

Contact the
ECF Help Desk at
1-866-236-5100

New Procedure Effective **January 27, 2014**:

- ▶ Attorney e-files Motion to Seal, requesting leave to file sealed documents.
- ▶ Attorney e-files Sealed Documents – PROPOSED***.
- ▶ Attorney serves opposing party(ies) in paper.
- ▶ If the Motion to Seal is GRANTED,

NEW: The Clerk's Office docket the sealed documents (i.e., the sealed documents e-filed by the attorney in the Sealed Documents – PROPOSED*** docket entry)

NEW: The parties will receive electronic notification when the sealed documents are entered on the docket.

- ▶ If the Motion to Seal is DENIED, the attorney e-files the documents as public.

Please note: The procedures do not change for e-filing restricted documents concerning substantial assistance, cooperation or when there is a protective order in the case. Obtaining leave of Court is not required.

New Procedures – Benefits to attorneys

With the new procedures, attorneys no longer are required to serve opposing counsel twice (once when requesting leave to file sealed documents and then again when the court grants the motion to seal).

Effective 1/27/14, attorneys serve opposing party(ies) in paper when the Motion to Seal and Sealed Documents (proposed) are e-filed. When the court enters its order and the Clerk's Office enters the documents on the record, the parties will receive electronic notification.

Reference materials have been updated and can be accessed at:

http://www.waed.uscourts.gov/sites/default/files/u90/sealed_handout_civil.pdf

http://www.waed.uscourts.gov/sites/default/files/u90/sealed_handout_crim_defense_counsel.pdf

