

E-Filing Under Seal in Civil Cases

The Court revised its Civil Local Rules for filing sealed documents and authorized **e-filing** confidential documents under seal in civil cases effective January 1, 2024. These instructions explain the procedures for e-filing sealed documents in civil cases.

IMPORTANT: Please review Civil Local Rule 5.6 for the requirements for seeking the Court's permission to file documents under seal. This page outlines only the technical steps in CM/ECF to e-file documents under seal.

To avoid unintentionally disclosing confidential information, please read Local Rule 5.6, all of the instructions below, and the related [FAQs](#) before filing. When filing, please exercise attentiveness and caution. Once a document is filed in the public record, it will be immediately visible to anyone, and the filer will have no ability to seal it or withdraw it. In some instances, the Clerk's office *might* be able to seal a public document that was inadvertently filed. Please call the Clerk's CM/ECF help desk (504-589-7788) during business hours (8:30—5 p.m., Monday-Friday) for assistance.

E-Filing a Motion to File Under Seal

Before filing, please read Civil Local Rule 5.6 to ensure compliance with the Court's requirements. In many instances, filers will make two filings: (1) a motion to file under seal (with certain attachments) and (2) a redacted version of the proposed sealed pleading/document.

1. In ECF, select Civil → Motions:
2. Select **Motion to Seal Document**:
3. Enter the case number and filer information.
4. When prompted to upload your documents, upload your motion to file under seal as the main document; then upload the following items as attachments:
 - Non-confidential supporting memorandum (use the pull-down menu to select **Memorandum in Support**)
 - Non-confidential Proposed Order (use the pull-down menu to select **Proposed Order**)
 - Non-confidential, redacted copy of the document (use the pull-down menu to select **Proposed Order (Redacted)**)
 - Confidential, unredacted copy of the document sought to be filed under seal (use the pull-down menu to select **Proposed Order (Unredacted)**.) The next step of the e-filing process will provide an opportunity to seal the unredacted version pursuant to Civil L.R. 5.6.

ATTENTION: Be sure that the **PROPOSED ORDER** is added as separate ATTACHMENT.

NOTE: This is a public motion; only specified attachment(s) will be under seal. Before proceeding, please consult Civil Local Rule 5.6 and [the E-Filing Under Seal Instructions and FAQs](#)

Per LR 5.6(D)(1), the main document must be a non-confidential Motion to File Under Seal and the attachments must be:

- a non-confidential supporting memorandum,
- a non-confidential proposed order,
- a non-confidential (redacted) version of the document that will appear on the public docket,

- a confidential (unredacted) version of the document sought to be filed under seal - you will be prompted to seal this document on the next screen.

Date document filed (mandatory)

5/5/2023 | Calendar

Select the PDF document and any attachments.

Main Document

Browse... test page.pdf

For attachments, describe the document using the Category list, the Description box, or both.

Attachments	Category	Description
1. Browse... test page 2.pdf	Memorandum in Support	<input type="text"/> Remove
2. Browse... test page 3.pdf	Proposed Order	<input type="text"/> Remove
3. Browse... test page 4.pdf	Proposed Pleading (Redacted)	<input type="text"/> Remove
4. Browse... test page 5.pdf	Proposed Pleading (Unredacted)	<input type="text"/> Remove
5. Browse... No file selected.		<input type="text"/>

Next Clear

Note: If the document sought to be filed under seal would normally be e-filed using the (1) Motions or (2) Response and Replies events in CM/ECF, filers must also start a new filing and use the appropriate event to e-file a second, **redacted** copy of the documents **after** e-filing your Motion to Seal Document. If the document to be sealed is an exhibit, file a placeholder document in place of the actual document in that second filing.

If portions of a memorandum in support of a motion for summary judgment are sought to be sealed, the filing party should make two filings. First, the party should file a motion to file under seal, attaching (1) a redacted copy of the memorandum and (2) a sealed, unredacted copy of the memorandum. Second, the filing party should file the motion for summary judgment as a separate filing, attaching the redacted version of the supporting memorandum.

If the party also seeks to seal an exhibit supporting the memorandum, then redacted and unredacted copies should also be attached to the motion to seal. A redacted version or placeholder for that exhibit should be filed with the separately filed motion for summary judgment.

5. On the next screen, **uncheck** the boxes for the main document, memorandum in support, proposed order, and (if applicable) the redacted version of the document. **Leave the box checked ONLY for the unredacted version of the document.**

You must uncheck the box next to any non-confidential/redacted documents that should remain visible to the public. Leave the box checked ONLY for the unredacted, proposed sealed attachment(s).

File	Type	Description	Restrictions
C:\fakepath\test page.pdf	Main Document		<input type="checkbox"/> sealed
C:\fakepath\test page 2.pdf	Memorandum in Support		<input type="checkbox"/> sealed
C:\fakepath\test page 3.pdf	Proposed Order		<input type="checkbox"/> sealed
C:\fakepath\test page 4.pdf	Proposed Pleading (Redacted)		<input type="checkbox"/> sealed
C:\fakepath\test page 5.pdf	Proposed Pleading (Unredacted)		<input checked="" type="checkbox"/> sealed

Next Clear

IMPORTANT Never put confidential information in the Motion, Memorandum in Support, or Proposed Order. After the e-filing is submitted, the Court will review the entry and may unlock the motion, memorandum in support, or proposed order and any other filed documents that are improperly marked “sealed,” making the contents visible to the public.

6. Complete the remaining e-filing steps. The motion, memorandum in support, proposed order, and redacted version will be viewable by the public, but the unredacted version (and any document left with a checked checkbox) will be marked *Restricted* and will not be viewable by the public or the filer.