

**CM/ECF EVENTS TO USE WHEN FILING A SEALED DOCUMENT:**

1. **Motion to Seal Document** - This event is used when requesting authorization to seal a document to be filed. The proposed order attached to the motion must identify the parties, if any, who may have access to the sealed material. Do not submit sealed material at this point.
2. **Sealed Motion** - Use this event AFTER the court has entered an **Order on Motion to Seal Document** allowing for the sealed material to be filed electronically. Sealed documents will only be viewed by the judge, the filer and any other party identified as such in the order.

Should you have any questions or experience any problems while accessing these events you should contact our Help Desk at 787-977-6080.