

Rule 9018-1

Secret, Confidential, Scandalous or Defamatory Matter

To file a document under seal, the following procedure must be followed:

(a) Sealing Original Material. The original material must be sealed in an envelope with the caption (case name, case number, adversary proceeding number, if applicable, and title of document) on the front of the envelope. No copies of sealed material shall be filed.

(b) Motion and Proposed Order. The sealed material must be accompanied by a motion and proposed order directing the Clerk to place the material under seal. The proposed order shall identify the parties, if any, who may have access to material that is under seal and under what circumstances.

(c) Determination of Motion to Submit Sealed Materials. If a motion to submit sealed materials is denied, the papers shall be returned to the movant and, if refiled, shall be filed with other pleadings in the case to which public access is allowed. If a motion to submit sealed materials is granted, an order shall be entered with the pleadings in the case. A copy of that order shall accompany the sealed materials and be delivered to the Clerk.

(d) Filing. Material under seal must be filed with an Intake Clerk at the counter and cannot be filed in the drop box.

(e) Access to Sealed Material. Access to material that is under seal for parties not already authorized shall be by motion. An order granting access must be presented to the Clerk's representative at the time of access.