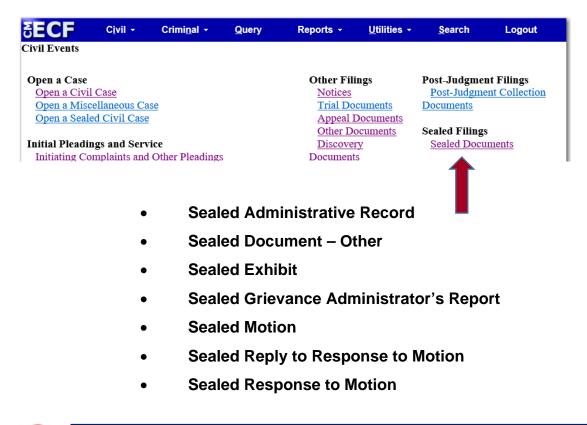
SEALED CIVIL EVENTS

Civil documents can be filed under seal using the ECF System. When a document is filed under seal, a Notice of Electronic Filing (NEF) will be sent to all parties; however, the document will not be viewable via the hyperlink contained in the NEF. *The filing party must send copies to the other case participants.*

Although the capability exists to file a document under seal at any time, <u>LR 5.3</u> and <u>LR 26.4</u> still require the filer to obtain leave of the Court before filing a document under seal.

The events listed below can be located by clicking on the "Sealed Documents" link.





If filing a SEALED Qui Tam case call the Help Desk at (313) 234-5000.

INSTRUCTIONS

Step 1:	From the ECF sy	ystem Main Menu	, click Civil .
SIED IT		y o to i i i i i i i i i i i i i i i i i	

- **Step 2:** Under the Sealed Filings category, click **Sealed Documents**.
- **Step 3:** Choose an event then click *Next*. Enter the case number, click *Next*.
- **Step 4:** Select the party filing the document and click *Next*.
- **Step 5:** Read the text and affirm compliance with the Court Rules.

m	caled documents can only be filed pursuant to Local Rules 5.3 or 26.4. Only the germane portion of a filing ay be sealed. For example, if the sealed item is an exhibit to a motion, response, or reply, only the exhibit ay be sealed.
wi	our sealed document will only be viewable by chambers for the assigned judge. A notice of electronic filing ill be sent to opposing counsel who <u>WILL NOT</u> be able to view the document. ** <u>Service must be effected in</u> <u>e traditional manner.</u> **
Do	you affirm that you have read the above statement and that you are in compliance with the Court Rules?
0	Yes
۲	No
N	ext Clear

- **Step 3:** Upload the document. If applicable, enter the requested information in the text box.
 - For *Administrative Proceeding*: enter the type of administrative record.
 - For **Sealed Document Other**: enter the document description
 - For **Sealed Motion**: enter the relief requested in the motion

If applicable, enter type of administrative proceedings:		
Next Clear		

Step 4: If the document should be linked to another document in the case, select the check box and select the correct document to link to.

For example: If filing a sealed response to a motion, link the document to the motion that is being responded to.

□Should the document you are filing link to another document in this case?				
Filed	to			
Documents	to			
Next Clear				

Step 5: Preview the docket text. Add additional text in the text box, if necessary.

For example: If filing a *Sealed Exhibit* – enter the exhibit description.

Docket Text: Modify as Appropriate. SEALED EXHIBIT Medical Records re [17] MOTION to Dismiss or in the Alternative, Motion for Summary Judgment with Brief in Support and Proof of Service by Herman Haisma. (Sabatino, Sheila) Next Clear

Click *Next* to preview the final docket text, then click *Next* to submit the filing.