

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, [LR 5.3](#) and [LR 26.4](#) 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.

The screenshot shows the ECF system interface with a navigation bar at the top containing links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the 'Civil Events' section is displayed, organized into three columns. The first column, 'Open a Case', includes links for 'Open a Civil Case', 'Open a Miscellaneous Case', and 'Open a Sealed Civil Case'. The second column, 'Other Filings', includes links for 'Notices', 'Trial Documents', 'Appeal Documents', 'Other Documents', and 'Discovery Documents'. The third column, 'Post-Judgment Filings', includes links for 'Post-Judgment Collection Documents' and 'Sealed Filings'. Under 'Sealed Filings', the link 'Sealed Documents' is highlighted with a red arrow pointing upwards.

- **Sealed Administrative Record**
- **Sealed Document – Other**
- **Sealed Exhibit**
- **Sealed Grievance Administrator’s Report**
- **Sealed Motion**
- **Sealed Reply to Response to Motion**
- **Sealed Response to Motion**



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

INSTRUCTIONS

- Step 1:** From the ECF system Main Menu, click **Civil**.
- 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.

Sealed documents can only be filed pursuant to Local Rules 5.3 or 26.4. Only the germane portion of a filing may be sealed. For example, if the sealed item is an exhibit to a motion, response, or reply, only the exhibit may be sealed.

Your sealed document will only be viewable by chambers for the assigned judge. A notice of electronic filing will be sent to opposing counsel who **WILL NOT** be able to view the document. **** Service must be effected in the traditional manner. ****

Do you affirm that you have read the above statement and that you are in compliance with the Court Rules?

Yes
 No

- 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:

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**

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)

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