

SEALED CRIMINAL EVENTS

All criminal sealed documents (excluding Indictments and Informations) are to be filed electronically using the Sealed Events category in the ECF system. **All documents filed under seal must comply with Local Rule 5.3.**



If there any questions about filing a criminal sealed document, call the Clerk's Office Help Desk at (313) 234-5000.

INSTRUCTIONS

Step 1: Click ***Criminal*** on the menu bar. Click on **Sealed Documents**. Select the correct event for the document.

Sealed Documents

Start typing to find an event.

Available Events (click to select an event)

- Financial Affidavit - CJA23
- Sealed Budget
- Sealed Document - Other
- Sealed Exhibit
- Sealed Motion
- Sealed Reply to Response to Motion
- Sealed Response to Motion
- Sealed Sentencing Memorandum

Selected Event

Step 2: Continue through the event and upload the PDF document.

If filling a response or a reply to a document that was filed under seal, the filer will be unable to link it to the document. Instead, the filer will be prompted to enter the title of the document that is being responded to and the document number, if known.

Enter the title of the motion to which you are replying:

Enter the docket entry number of the motion, if known:

Step 3: After the document has been filed, the Notice of Electronic Filing page will appear.

Due to the security of the criminal sealed events, Notices of Electronic Filing are not emailed to any parties.



The judge assigned to the case is the only person who is notified that a sealed document has been filed. The filer must serve the document on all parties in the traditional manner.