

## Filing in CM/ECF Under Seal

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### Sealed criminal matters not requiring leave of the Court (“System-sealed”):

- Charging Documents in Criminal Cases
- CJA 23 Financial Affidavit
- Medical Reports
- Psychiatric Reports
- Motion for Extension of Delayed Notice
- Motion for Issue of Subpoena(s)
- Motion for Medical Exam
- Motion for Medical Treatment
- Motion for Mental Exam/Evaluation
- Motion for Mental/Psychiatric Treatment
- Motion for Pen Register
- Motion to Reduce Sentence
- Motion for Revocation of Probation/Supervised Release/Pretrial Release
- Motion for Warrant
- Motion for Warrant or Summons for Offender Under Supervision
- Motion to Withdraw as Counsel (Filed using “Ex Parte Motion” event)
- Motion for Writ of Habeas Corpus ad prosequendum
- Motion for Writ of Habeas Corpus ad testificandum
- Objection to Presentence Investigation Report
- No Objection to Presentence Investigation Report

When filing the above events, they will either be automatically sealed, or you will be prompted to confirm if they need to be filed under seal.

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### How to request permission to file under seal:

- File **Motion for Leave to File Under Seal**.
  - DO NOT attach the document you are requesting to file under seal. It will not be sealed.
- After the Court grants motion, file sealed document using one of the three events described below.

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### CM/ECF Events to use AFTER leave of Court has been granted:

- **Sealed Document** under **Other Documents**
- **Sealed Motion** under **Motions**
- **Ex Parte** filing (under **Notices**) or **Ex Parte Motion** (under **Motions**) \*

\*These are to be used when opposing counsel should not have access to entry/document.