

**United States District Court
Eastern District of New York**

Documents must not be filed under seal or ex parte unless the court has granted a motion for leave to file under seal. Please follow these steps.

Steps for E-filing Sealed Documents - Civil Cases

- 1. Attorney e-files a Motion for leave to e-file a Sealed Document. The proposed document(s) to be e-filed under seal must be an attachment to this filing.**

A Notice of Electronic Filing (NEF) will be sent to all case participants.

At the time of this filing, the Docket Entry will be **public**, but the attached Motion and Proposed Sealed Document(s) will be **sealed**. (Even the filing party will not have access to the attached documents through ECF.)

- 2. Judge will enter an order ruling on the Motion for Leave to file Sealed Document(s):**

A Notice of Electronic Filing (NEF) will be sent to all case participants.

At the time of this filing, the Docket Entry of the Judge's order will be **public**, but the attached order will be **sealed**.

If the Order grants the Motion for Leave to e- file Sealed Document - a prompt will direct the attorney to file the Sealed Document(s) again, using the appropriate Event and the Sealed Document event.

**For example; to e-file a Sealed Motion to Compel:
Under Motions: select both the Sealed Document and Compel events.**

Both selections should appear in the Selected Events box.

The NEF will include a link to EDNY's instructions on how to e-file sealed documents, which is posted on our website.

If Order denies the Motion for Leave to e- file Sealed Document, a prompt will notify attorney that they are not allowed to e-file the Document as a Sealed Document. The attorney may then choose to either e-file it as a public document or not to file it.

Note: E-filing a motion for leave to e-file as sealed document is not the same as the e-filing of a motion for leave to e-file an ex parte document. An ex parte document is viewable by court staff and the filing party. A sealed document is viewable only by those with sealed access to the case.