

## **IMPORTANT ANNOUNCEMENT REGARDING SEALED DOCUMENTS**

### **LEAVE OF COURT**

S. D. Ohio Civ. R. 5.2.1(a) states that “Unless permitted by statute, parties cannot file documents under seal without leave of Court. Upon obtaining leave of Court, litigants other than pro se litigants must file the documents electronically using the ECF system as provide in S.D. Ohio Civ. R. 5.1.”

### **SEALED DOCUMENTS**

When a document is filed under seal, the document becomes limited to a set group of court staff and case participants who have a CM/ECF Account.

If the document is being submitted to the Clerk for filing, the face of the envelope, as well as the first page of each document, must state that it contains “DOCUMENTS UNDER SEAL.” The face of the envelope or box shall also contain the case caption, a descriptive title of the documents (unless such information is to be, or has been, included among the information ordered sealed), and a reference to the specific order or statute permitting the documents to be sealed.

### **EX PARTE DOCUMENTS**

If the filing of a document is an ex parte filing, then there are two options at the bottom of the event lists for docket entry and/or document. This will make the document more restricted than a typical sealed document. The two options are:

- ~Ex parte Docket Entry AND Document-use ONLY with other selection
- ~Ex parte Document-use ONLY with other selection

When an event with this restriction level is added to the database, the system creates a record which grants access to only the filing attorney. When that attorney runs the docket sheet for that case, the database will see that the attorney has access, and return it so it can be displayed. If another attorney in the case, even co-counsel, runs the docket report, the database will not find his user ID associated and the resulting docket report will not show that entry.

If the document is being submitted to the Clerk for filing, the face of the envelope, as well as the first page of each document, must state that it contains “EX PARTE FILING” The face of the envelope or box shall also contain the case caption, a descriptive title of the documents (unless such information is to be, or has been, included among the information ordered sealed), and a reference to the specific order or statute permitting the documents to be sealed.

### **IN CAMERA DOCUMENTS**

Unless the Court directs otherwise, documents that are being submitted for in camera inspection must be submitted to the Clerk in a securely sealed envelope or box. The face of the envelope or box containing such documents, as well as the first page of each document, must state that it contains “DOCUMENTS FOR IN CAMERA INSPECTION.” The face of the envelope or box shall also contain the case caption, a descriptive title of the documents (unless such information is to be, or has been, included among the information ordered sealed), and a reference to the specific order or statute permitting the documents to be sealed.