

## Rule 5005-4

### SEALED PAPERS

(a) ***Motion to File Paper under Seal and Order on the Motion.*** A party who seeks to file a paper under seal (“moving party”) shall file a motion via CM/ECF using the “Motion to File Paper under Seal” docket event and shall submit a proposed order using the order submission procedures posted on the Court’s website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov). The paper to be filed under seal shall not be attached to or submitted with the motion to file paper under seal. During the docketing process, the moving party shall select whether the docket entry and image of the motion to file paper under seal will have unrestricted viewing access (*i.e.*, accessible to anyone with a CM/ECF or PACER login) or whether viewing access will be restricted to the filer, the judge assigned to the case, such staff members (*e.g.*, law clerk, judicial assistant) as the judge may designate, internal Clerk’s Office staff, the U.S. Trustee, the trustee assigned to the case, and any auditor serving under 28 U.S.C. § 586(f). If access is restricted to the motion to file paper under seal, access shall also be limited to the resulting order on the motion. Upon entry of an order granting motion to file paper under seal, the Court will notify the moving party, who may then file the sealed paper.

(b) ***Filing of Sealed Paper.*** An order granting the motion to file paper under seal must be entered before the sealed paper is filed. Unless directed otherwise by the Court, a paper permitted to be filed under seal shall be filed via CM/ECF using the “Sealed Paper” docket event. The Clerk’s Office will notify the staff of the judge assigned to the case when the sealed paper has been filed. Unless otherwise ordered by the Court, the docket entry and the image of the sealed paper will be viewable only by the moving party, the assigned judge and such staff members (*e.g.*, law clerk, judicial assistant) as the judge may designate, the U.S. Trustee, the trustee assigned to the case, and any auditor serving under 28 U.S.C. § 586(f).

(c) ***Sealed Orders.*** If the sealed paper is a motion or application that seeks the entry of a sealed Court order, the proposed order may be submitted using the order submission procedures posted on the Court’s website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov). The Court will notify the moving party of the entry of the sealed order. Unless otherwise ordered by the Court, the docket entry and image of the order will be viewable only by the moving party, the assigned judge and such staff members (*e.g.*, law clerk, judicial assistant) as the judge may designate, the U.S. Trustee, and the trustee assigned to the case, and any auditor serving under 28 U.S.C. § 586(f).

(d) ***Access to Sealed Papers and Orders Shall be Determined on a Case-by-Case Basis.*** Notwithstanding the foregoing, the Court will consider, on a case-by-case basis, the papers filed under seal; the Court shall determine who may have access to the sealed paper and related orders and if and when restrictions on access should be terminated.

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*Notes of Advisory Committee*

***2016 Amendment***

This amendment conforms the rule to current practice as set forth in the Procedure for Filing Papers under Seal adopted by the Court on June 11, 2015. Access to sealed papers is consistent with 11 U.S.C. § 107(3). This amended rule is effective July 1, 2016.