

## **Procedure to File Sealed Documents**

Pursuant to Administrative Order FLMB-2003-4 (Paragraph 8), the CM/ECF system **must not** be utilized to file any pleading that the filing party requests to be sealed. In the event the CM/ECF system is used, all parties of record will be electronically served.

Pleadings are not automatically sealed upon a party's request. Rather, any pleading sought to be sealed shall be accompanied by an appropriate paper Motion to Seal requesting the pleading to be sealed.

- Motions to Seal will be “received” stamped until such time as a determination is made by the assigned Judge.
- If the Motion to Seal is granted, the assigned Judge will electronically enter an order authorizing the filing of the motion under seal.
- If the Motion to Seal is denied, the related pleading will be filed in the public, electronic CM-ECF records.