

U.S. Bankruptcy Court – Middle District of Florida
Procedure for Filing Papers under Seal
June 30, 2016

1. **Motion to File Paper under Seal** – As set forth in Local Rule 5005-4, a motion to file a paper under seal must be filed and granted before a paper may be filed under seal.
 - The CM/ECF docket event for motions to file a paper under seal is “Motion to File Paper under Seal” located in the Bankruptcy and Adversary menus under Motions/Applications/Objections
 - During the docketing process, the filer selects whether the Motion to File Paper under Seal and the eventual order on the motion is to have unrestricted viewing access”.
 - Unrestricted viewing access – Anyone accessing the docket and image via a CM/ECF or PACER login will have viewing rights.
 - Restricted viewing access- Only the filer, the U.S. Trustee, the Trustee assigned to the case, the Judge and internal Clerk’s office staff have viewing rights to the image of the filed paper.
 - The paper to be filed under sealed shall not be attached or submitted with the motion.

2. **Order on Motion to File Paper under Seal** – An order granting a Motion to File Paper under Seal must be entered before the sealed paper may be filed.
 - The order should be submitted via the Court’s eOrders submission process in CM/ECF. Orders submitted through this process are only viewable by the submitter and Clerk’s office staff.
 - The docket entry and image of the Order Granting Motion to File Paper under Seal will have the same viewing rights as the underlying motion.
 - Upon entry of the Order Granting Motion to File Paper under Seal, the filer of the motion will be notified via email and at that time may proceed with filing of the sealed paper.

3. **Filing of Sealed Paper** – After the entry of an Order Granting Motion to File Paper under Seal, the Sealed Paper may be filed via CM/ECF using the docket event “Sealed Paper” located in the Bankruptcy and Adversary menus under Miscellaneous Event.
 - The docket entry and the image of the Sealed Paper will be viewable only by the filer, the U.S. Trustee, the Trustee assigned to the case and the assigned judge and such staff members (e.g., law clerk, judicial assistant) as the judge may designate.
 - Chambers staff are notified automatically when the sealed paper has been filed.

4. **Orders on Sealed Papers** If the Sealed Paper is a motion or application that will result in a Court order, the proposed order may be submitted to the Court using the eOrder program. Only the submitter and Clerk’s Office staff may view proposed order submitted via the eOrder program. Upon receipt, the order will be routed to the appropriate person and if signed, will be docketed internally as a Sealed Order.
 - The docket entry and the image of the Sealed Order will be viewable only by the filer, the U.S. Trustee, the Trustee assigned to the case and the assigned judge and such staff members (e.g., law clerk, judicial assistant) as the judge may designate.

- The Court will notify the movant of the entry of the Sealed Order and will provide special access to the Sealed Order via CM/ECF. Each situation will be addressed on a case-by-case basis.