## Filing Sealed Documents Flowchart for Lawyers





New sealed cases and documents filed in a case while it remains sealed, must be submitted through the <a href="Court's Web Portal">Court's Web Portal</a> or in paper format.



# Go to the Sealed Events menu in CM/ECF.

See \*Filing Civil Documents
Under Seal for Lawyers or Filing
Criminal Documents Under Seal
for Lawyers for details.

\* If you are filing a civil document that is both **ex parte and sealed**, you must submit the document through the <a href="Court's Web Portal">Court's Web Portal</a> or in paper format.



#### Motion to Seal

You must have permission from the Court to file any item under seal.



File a Motion to Seal. The proposed item for sealing is attached separately and described as "proposed sealed item."

Civil case: The Motion to Seal, the docket entry, docket text, and description of attachments will be available to the public while the separately attached proposed item is sealed and only available to the court.

Criminal case: The docket entry and document(s) are automatically sealed and only available to the court.

Permission granted to file the proposed item under seal?



DO NOT file the item under seal.



No



Yes



### Criminal Sealed Events



The docket entry and document(s) are automatically sealed and only available to authorized court personnel.

An NEF is not e-mailed to any party in the case (including the filer).

You must serve the sealed document(s) by other means. Include a copy of the NEF (obtained while filing).

Go to the Sealed Events menu in CM/ECF and file the sealed item using one of the following events:

Sealed Document Sealed Motion Sealed Response/Reply

See \*Filing Civil
Documents Under Seal
for Lawyers or Filing
Criminal Documents
Under Seal for Lawyers



#### Civil Sealed Events



The docket entry is available to the public. The document(s) are automatically sealed and only available to authorized court personnel.

An NEF is e-mailed to registered CM/ECF users in the case.

You must serve the sealed document(s) by other means. Include a copy of the NEF (obtained while filing).

U.S. District Court – Middle District of Florida Updated 4/1/24

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