



COMPLEX LITIGATION CENTER

PROCEDURES FOR FILING DOCUMENTS UNDER SEAL

Please note the Court will only seal documents in very rare situations, upon good cause shown. Confidentiality Orders do not, in and of themselves, permit the filing of documents under seal. A document containing very sensitive information (i.e., social security numbers, passwords) is not necessarily subject to sealing. The parties may seek to redact such information. A party seeking to seal documents must follow the procedure below:

- 1) **Important Prerequisite**: a party seeking to file any document under seal **must** first get permission from the Court by way of a *Motion to File Under Seal*.
- 2) The *Motion to File Under Seal* must be filed electronically through the Court's Electronic Filing System ("EFS"), consistent with the motion procedures set forth in the Pennsylvania Rules of Civil Procedure, Philadelphia Local Rules and Mass Tort Motion Rules.
- 3) Once the *Motion to File Under Seal* is granted and the sealing Order is entered, you may make your filing (i.e., motion, response, reply) through the EFS, attaching any document(s) subject to the sealing Order.
 - a. You must include in your filing subject to sealing a copy of the sealing Order; this must be the first exhibit.
- 4) **Immediately** after filing the motion with exhibits subject to sealing, e-mail Stanley Thompson, Director, Complex Litigation Center at stanley.thompson@courts.phila.gov and copy Sean MacGregor at sean.macgregor@courts.phila.gov to request that the document(s) be sealed pursuant to the preexisting sealing Order.
 - a. You must include in your e-mail a copy of the motion filing receipt (with the pertinent case information, i.e., caption, control number).
 - b. The request will be reviewed and, upon approval, the document(s) subject to sealing will be electronically locked, provided the motion is otherwise in compliance with applicable Court Rules referenced under Section 2, *supra*.
 - c. Motions without copies of the sealing Order or otherwise not in compliance with Court Rules will be rejected by the Civil Motions Unit.
- 5) Any questions or issues pertaining to this procedure may be directed to Mr. Thompson via e-mail. Any questions or issues pertaining to the EFS may be directed to the E-Filing Unit at efssupport@courts.phila.gov or by calling (215) 686-2530.