**IN THE UNITED STATES DISTRICT COURT**

**FOR THE SOUTHERN DISTRICT OF ILLINOIS**

***Plaintiff’s Name*,** **)**

 **)**

 **Plaintiff,** **)** **FILED UNDER SEAL**

 **)**

 **vs. ) Case No. \_\_\_\_\_\_\_\_\_\_\_\_**

 **)**

***Defendant’s Name*, )**

 **)**

 **Defendant. )**

**PLACEHOLDER FOR**

 ***ENTER TITLE OF DOCUMENT BEING FILED***

**Please Use this Placeholder to File Sealed Highly Sensitive Documents**

**In Both Civil and Criminal Cases**

**Instructions:**

1. **FILE - File this placeholder in CM-ECF in place of a sealed highly sensitive document (“HSD”) using the event, Motion HSD in CM-ECF.**
2. **PRINT, ATTACH & SEAL- Print the filed placeholder from CM-ECF as well as a copy of the NEF (Notice of Electronic Filing). Attach both documents to the sealed HSD. Place inside of an envelope marked “SEALED HIGHLY SENSITIVE DOCUMENT.” Also include a courtesy copy of all materials for the presiding judge.**
3. **DELIVER – Contemporaneously with the filing of the Placeholder Form in CM-ECF, deliver or place in the mail the envelope to the Clerk’s Office.**