

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS**

**CM/ECF SEALED FUNCTIONALITY
IN CIVIL CASES**

The electronic case filing (“ECF”) system allows for the filing of sealed civil cases and the filing of sealed motions/documents and docket entries.

The ECF system is set to automatically allow all attorneys of record to electronically file sealed documents in civil cases. Access to view sealed documents in a civil case is set by the Court.

If an attorney attempts to view sealed information for which access has not been granted, the system will display one of the following messages:

- **“##-#### is not a valid case. Please enter a valid value.”**
- **“This document is not available.”**
- **“No person found.”**

Note: If you are denied access to sealed information pertaining to your party/case, please contact the Clerk’s Office.

FILING SEALED MOTIONS/DOCUMENTS AND ORDERS

When filing sealed motions/documents in a civil case, the e-filer **must** attach the PDF document to the selected event. The system will automatically seal the motion/document, and then that motion/document can only be viewed by users who have been granted access to view sealed documents in that case.

When a sealed order is e-filed, the authorized user will receive a Notice of Electronic Filing (“NEF”) and will be able to view the order.

FILING EX PARTE MOTIONS AND ORDERS

When filing an ex parte motion, the filer **must** attach the PDF, which will be automatically sealed by the system. Upon completion of the transaction, a NEF is generated

for file-stamp purposes **ONLY**. *Print or download and save the NEF at this time for your file.* It is also recommended that you retain the PDF of the original motion.

When accessing the docket sheet, non-authorized users will not be able to see either the docket entry or the document.

THE E-FILER MUST E-MAIL THE EX PARTE MOTION AND PROPOSED ORDER TO THE APPROPRIATE JUDICIAL OFFICER AT THE E-MAIL ADDRESS SET FORTH IN THE USER’S MANUAL.

The ex parte order and NEF will be distributed in paper form by the Court. The ex parte order will only be distributed to the attorney who e-filed the motion.

Note: The document number for the ex parte motion and ex parte order will be displayed on the NEF following the completion of the e-filing transaction. This is the only time the docket number or entry will be displayed to the e-filer.

PROPOSED SEALED ORDERS

Proposed sealed orders must be submitted to the appropriate judicial officer at the e-mail address as set forth in the User’s Manual. The proposed order must be submitted in a format compatible with WordPerfect. Proposed sealed orders (except ex parte orders) should also be served on all appropriate attorneys of record. The subject line of all e-mails must include the case name, number, and corresponding document number.

GENERAL INFORMATION

When an attorney in a civil case withdraws or is substituted, access to view sealed documents will be terminated.

Copies of sealed documents **will not** be made without an Order of the Court.

See attachment for helpful information.

CIVIL EVENTS	NOTICE OF ELECTRONIC FILING (NEF)	WHAT NON-COURT USERS VIEW	COMMENTS
Sealed Motion	NEF generated & transmitted with motion	only authorized attorney can view the sealed motion	
Sealed Order	NEF generated & transmitted with order	only authorized attorney can view the sealed order	
Sealed Response	NEF generated & transmitted with response	only authorized attorney can view the sealed response	system will ask e-filer if there should be a link to a document and a link should be made to the appropriate document
Sealed Response to Motion	NEF generated & transmitted with response	only authorized attorney can view the sealed response	system will display pending motions to allow e-filer to link to appropriate motion
Sealed Reply to Response to Motion	NEF generated & transmitted with reply	only authorized attorney can view the sealed reply	system will display pending motions to allow e-filer to link to appropriate motion

CIVIL EVENTS	NOTICE OF ELECTRONIC FILING (NEF)	WHAT NON-COURT USERS VIEW	COMMENTS
Ex Parte Motion	NEF generated BUT NOT transmitted; NEF generated for file-stamp purposes ONLY - Motion not transmitted to any party	non-court user cannot view the motion	document # & entry appears “missing” from the public docket sheet; e-filer can only view document and see document # on the NEF generated at the END of the filing transaction; NEF should be printed & saved at this time
Ex Parte Order	NEF generated BUT NOT transmitted; NEF generated for file-stamp purposes ONLY - Order not transmitted to any party	non-court user cannot view the order	document # & entry appears “missing” from the public docket sheet; e-filer must print the NEF generated at the END of the filing transaction; Court staff MUST distribute NEF & ex parte order to the appropriate party