



Sealed Civil User's Manual

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

Updated: April 2025

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INTRODUCTION

This document is intended to guide an ECF user through the process of electronically filing restricted documents in a civil case. Under [LR 5.6](#) “All documents filed in a civil case – whether sealed or not – must be filed in compliance with the [Civil ECF Procedures Guide](#).”

Under [LR 5.6](#) each sealed document must be filed as a SEPARATE document (e.g. ECF No. 15) or as a separate attachment (e.g. ECF No. 15-3 in which several documents are attached to one entry) so parties, nonparties, and the court can refer to it by a unique number. A party seeking to file a document under seal in connection with a motion under [LR 7.1](#) must:

1. File the temporarily sealed document using the appropriate menu item (i.e. Memorandum in Support of Motion).
2. Contemporaneously file a redacted public version of the sealed document OR a statement that the entire document is confidential or redaction is impracticable.
3. Within 21 days after the filing of the final memorandum authorized by [LR 7.1](#) file a Joint Motion Regarding Continued Sealing.

ECF is also able to accommodate sealed filings outside of [LR 7.1](#) motion practice. Filing events are available for sealed case initiation documents (i.e. complaint, notice of removal), sealed letters, sealed stipulations, and sealed exhibits. A prompt has also been added to certain events, such as an answer, allowing the filer to select if the document being filed is sealed.

Please note, when filing sealed documents outside of motion practice (see [Motion Practice](#)) redacted documents or a Statement that Entire Document is Confidential or Impracticable to Redact must be filed unless otherwise instructed by the Judge. Additionally, a Motion seeking leave of the court to keep Pleadings and Related Documents under temporary seal is required (Use Motion Regarding Continued Sealing event). This motion should be filed immediate after the redacted document or the Statement that the Entire Document is Confidential or Impracticable to redact.

Please call or email the ECF Help Desk at 612-664-5155 or ecfhelpdesk@mnd.uscourts.gov if you have questions concerning how to electronically file a restricted document.

One intent of [LR 5.6](#) is to have all sealed documents filed together in one docket entry and all public documents filed together in one docket entry using attachments to the main document. Each sealed and redacted document must be filed as a separate document (e.g. ECF No. 15) or as a separate attachment (e.g. ECF No. 15-3) so parties, non-parties, and the court can refer to it by a unique number. Below please find a sample docket sheet that outlines how sealed, redacted, and public documents should be filed. While this sample docket sheet does not cover every scenario, it is

instructive as to how documents can be filed under the rule.

#	Docket Text
1	COMPLAINT against XYZ Corporation (filing fee \$400, receipt number 11111111) filed by ABC Company. Filer requests summons issued. Case assigned to Judge Chief Judge John R. Tunheim per 3rd, 4th Master list, referred to Magistrate Judge Magistrate Judge Hildy Bowbeer. (Attachments: # 1 Civil Cover Sheet) (LEG) (Entered: 03/28/2019)
2	Summons Issued as to XYZ Corporation. (LEG) (Entered: 03/28/2019)
3	MOTION to Dismiss/General filed by XYZ Corporation. (Smith, Joe) Modified text on 2/27/2020 (LEG). (Entered: 03/28/2019)
4	NOTICE OF HEARING ON MOTION 3 MOTION to Dismiss/General : Motion Hearing set for 5/1/2019 at 09:00 AM in Courtroom 15E (MPLS) before Judge John R. Tunheim. (Smith, Joe) (Entered: 03/28/2019)
5	MEMORANDUM in Support re 3 MOTION to Dismiss/General filed by XYZ Corporation. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate) (Smith, Joe) (Entered: 03/28/2019)
6	AFFIDAVIT of Sue Smith in SUPPORT OF 3 MOTION to Dismiss/General filed by XYZ Corporation. (Attachments: # 1 Exhibit 1, # 2 Redacted Exhibit 2, # 3 Redacted Exhibit 3) (Smith, Joe) (Entered: 03/28/2019)
7	SEALED EXHIBIT 2 re 6 Affidavit in Support of Motion filed by XYZ Corporation. (Attachments: # 1 Sealed Exhibit 3) (Smith, Joe) (Entered: 03/28/2019)
8	MEMORANDUM in Opposition re 3 MOTION to Dismiss/General filed by ABC Company. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate) (Doe, John) (Entered: 03/28/2019)
9	SEALED AFFIDAVIT of Alex Jones in OPPOSITION TO 3 MOTION to Dismiss/General filed by ABC Company. (Attachments: # 1 Sealed Exhibit A, # 2 Sealed Exhibit B) (Doe, John) (Entered: 03/28/2019)
10	REDACTED DOCUMENT for 9 Sealed Affidavit filed by ABC Company. (Attachments: # 1 Redacted Exhibit A, # 2 Redacted Exhibit B) (Doe, John) (Entered: 03/28/2019)
11	Reply to Response to Motion re 3 MOTION to Dismiss/General filed by XYZ Corporation. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate) (Smith, Joe) (Entered: 03/28/2019)
12	PROPOSED REDACTED DOCUMENT(S) for - 7 Proposed Redacted Exhibit 2 filed by XYZ Corporation. (Attachments: # 1 [7-1] Proposed Redacted Exhibit 3, # 2 9 Proposed Redacted Affidavit in Opposition to Motion, # 3 [9-1] Proposed Redacted Exhibit A, # 4 [9-2] Proposed Redacted Exhibit B) (Smith, Joe) (Entered: 03/29/2019)
13	JOINT MOTION REGARDING CONTINUED SEALING re 12 Proposed Redacted Document(s), 9 Affidavit in Opposition to Motion, 7 Exhibit filed by XYZ Corporation. (Smith, Joe) (Entered: 03/29/2019)

MOTION PRACTICE

PUBLIC DOCUMENT IN SUPPORT OF A MOTION

1. Select **Civil** from the filing menu.
2. Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party](#)
[Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select the applicable event. Click **Next**.
7. Select the filer by clicking the appropriate party. Click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

- ⊕ ABC Corp. pla
- ⊕ Marsha [Katie M] Clark dft
- ⊕ XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Filer**

8. Click **No** in answer to the question. Click **Next**.
9. Read the ECF Filing Tip. Attach the appropriate documents. Click **Next**.
EXAMPLE: Filing a Non-Confidential Affidavit with one or more Sealed Exhibits which should be filed as redacted documents.
 - Attach the Non-Confidential Affidavit as the Main Document.
 - Attach the Non-Confidential Exhibit.
 - Attach the Redacted Exhibit A.
 - Attach the Redacted Exhibit B.

- Click **Next**.

Select the PDF document and any attachments.

Main Document
 Browse... TEST Document5.pdf

	Attachments	Category	Description	
1.	Browse... TEST Document4.pdf	<input type="text"/>	Exhibit 1	Remove
2.	Browse... TEST Document3.pdf	<input type="text"/>	Redacted Exhibit A	Remove
3.	Browse... TEST Document2.pdf	<input type="text"/>	Redacted Exhibit B	Remove
4.	Browse... No file selected.	<input type="text"/>		

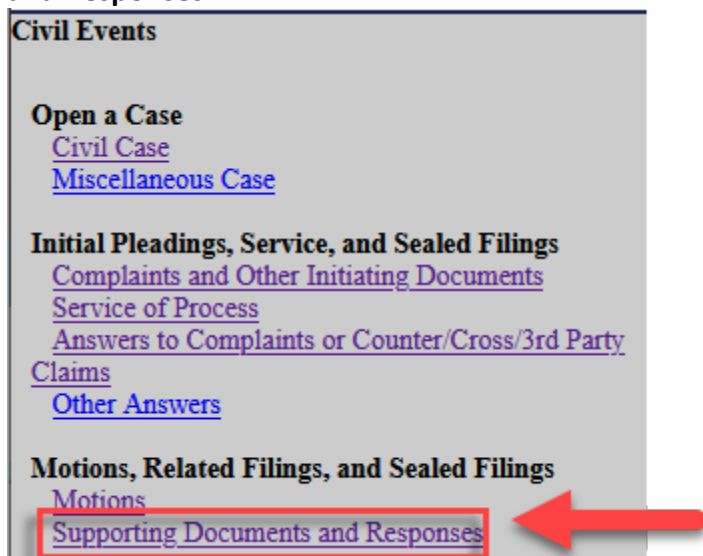
Next Clear

10. Enter the name of Affiant. Click **Next**.
11. Click the box next to the appropriate motion. Click **Next**.
12. Modify the docket text if necessary. Click **Next**.
13. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
14. The Notice of Electronic Filing (NEF) will display confirming the filing.

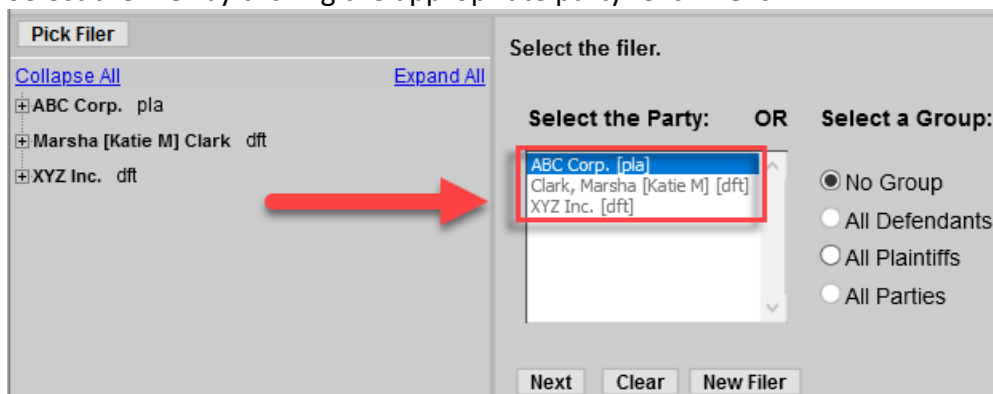
SEALED DOCUMENT IN SUPPORT OF A MOTION

1. Select **Civil** from the filing menu.

- Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.



- Read the ECF Filing Tip. Click **Next**.
- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select the applicable event. Click **Next**.
- Select the filer by clicking the appropriate party. Click **Next**.



- Click **Yes** to answer the question. Click **Next**.
- Read the ECF Filing Tip. Click **Next**.
- Select ONLY the parties who should have access to the document. Click **Next**.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov).**

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. [pla]
- Marsha [Katie M] Clark [dft]
- XYZ Inc. [dft]

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

☐ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

11. Enter the filing party. Click **Next**.

12. Read the ECF Filing Tip. Attach the appropriate documents. Click **Next**.

EXAMPLE: Filing a Sealed Affidavit with Sealed Exhibits.

***If there are sealed attachments, file each sealed document separately as an attachment to the main document. **NOTE: Multiple sealed documents can be filed as attachments as long as each document has a unique number (ECF No. 15-3).

- File the Sealed Affidavit as the Main Document.
- Upload each Sealed Exhibit as separate attachments, i.e., one exhibit per pdf. Enter Sealed Exhibit and the Exhibit Identifiers into the description field, e.g., Sealed Exhibit A.
- Click **Next**.

ECF Filing Tips

* File the **SEALED Affidavit** as the **Main Document**.

* Upload each **SEALED Exhibit** as separate **Attachments**, i.e., one exhibit per pdf. Enter **Sealed Exhibit** and the **Exhibit Identifiers** into the **Description** field, e.g., **Sealed Exhibit A**.

* File **Non-Confidential Exhibits** and individual **Redacted Exhibits** together in a separate entry immediately following the **SEALED** document.

Select the PDF document and any attachments.

Main Document

Browse... TEST Document5.pdf

Attachments	Category	Description
1. Browse... TEST Document4.pdf		Sealed Exhibit A Remove
2. Browse... TEST Document3.pdf		Sealed Exhibit B Remove
3. Browse... No file selected.		

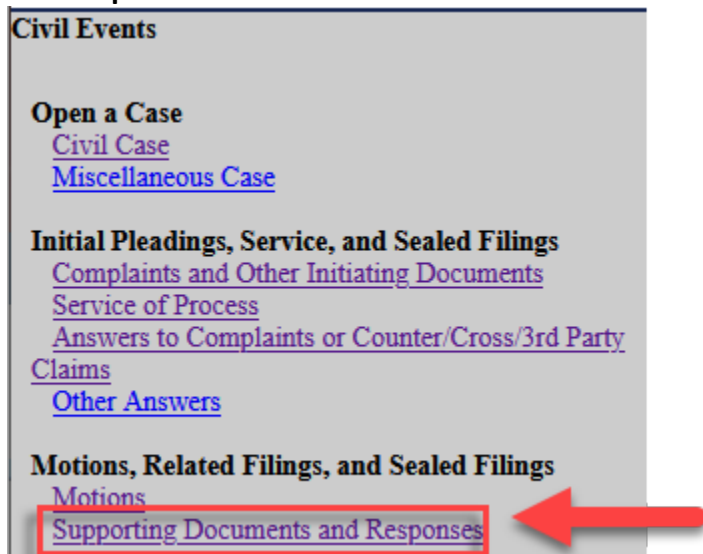
Next Clear

13. Enter the name of Affiant. Click **Next**.

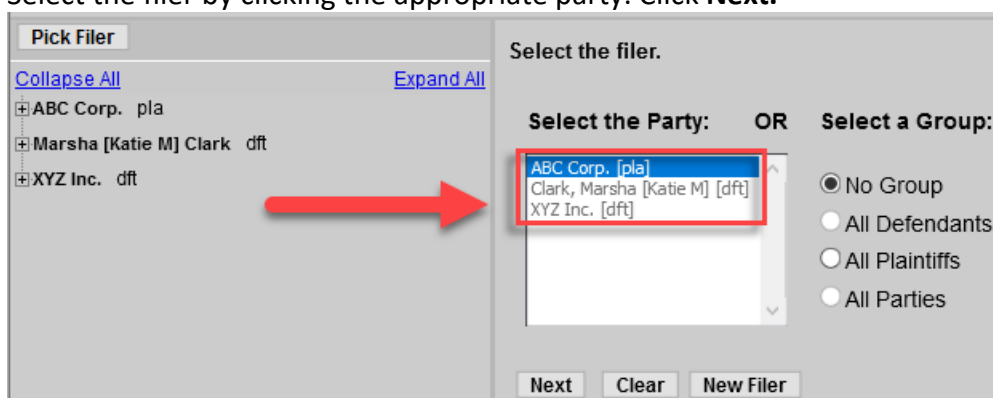
14. Check the box next to the appropriate motion. Click **Next**.
15. Modify the docket text if necessary. Click **Next**.
16. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
17. The Notice of Electronic Filing (NEF) will display confirming the filing.

SEALED EXHIBIT TO A SUPPORTING DOCUMENT

1. Select **Civil** from the filing menu.
2. Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.



3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select **Exhibit (Motions and Related Filings)**. Click **Next**.
7. Select the filer by clicking the appropriate party. Click **Next**.



8. Click **Yes** to answer the question. Click **Next**.
9. Read the ECF Filing Tip. Click **Next**.
10. Select **ONLY** the parties who should have access to the document. Click **Next**.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov).**

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

The screenshot shows the 'Pick Filer' interface. On the left, there is a list of parties: ABC Corp. [pla], Marsha [Katie M] Clark [dft], and XYZ Inc. [dft]. Above this list are links for 'Collapse All' and 'Expand All'. To the right of the list, there are instructions: 'SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.' and 'DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.' Below these instructions, there are two sections: 'Select the Party:' with a dropdown menu showing the same three parties, and 'OR Select a Group:' with radio button options for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom, there are three buttons: 'Next', 'Clear', and 'New Filer'.

11. Enter the filing party. Click **Next**.

12. Read the ECF Filing Tip. Attach the appropriate documents. Click **Next**.

***If there are sealed attachments, file each sealed document separately as an attachment to the main document. **NOTE: Multiple sealed documents can be filed as attachments as long as each document has a unique number (ECF No. 15-3).

- Enter *List* or the Exhibit Identifier uploaded as the Main Document.
- Attach the document.

- Attach sealed exhibits. Sealed exhibits must be uploaded as separate attachments, i.e., one exhibit per pdf. Click **Next**.

ECF Filing Tips

Please follow these instructions to properly identify exhibits.

- * Upload the first *Exhibit* **OR** an *Exhibit List* (if not included with previously filed Affidavit/Declaration) as the **Main Document**. Enter *List* or the Exhibit Identifier(s) in the space below.
- * When uploading multiple *Non-Confidential Exhibits* in one pdf, please describe the **Attachment** by selecting *Exhibit(s)* from the **Category** drop-down and adding the **Exhibit Identifiers** into the **Description** field, e.g. A-C, D-G.

*****SEALED Exhibits must be uploaded as SEPARATE attachments, i.e., one exhibit per pdf.*****

* For any pdfs uploaded as an **Attachment**, enter **SEALED Exhibit** and the **Exhibit Identifier** into the **Description** field, e.g. *Sealed Exhibit A*.

Enter *List* or the Exhibit Identifier uploaded as the **Main Document**:

Select the PDF document and any attachments.

Main Document
Browse... TEST Document5.pdf

Attachments	Category	Description
1. Browse... TEST Document4.pdf	<input type="text" value="Sealed Exhibit A"/>	<input type="text" value="Sealed Exhibit A"/> Remove
2. Browse... TEST Document3.pdf	<input type="text" value="Sealed Exhibit B"/>	<input type="text" value="Sealed Exhibit B"/> Remove
3. Browse... No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

Next Clear

13. Read the ECF Filing Tip. Check the box next to the document to which your exhibit should be attached. Click **Next**.
14. Modify the docket text if necessary. Click **Next**.
15. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
16. The Notice of Electronic Filing (NEF) will display confirming the filing.
17. Follow the applicable section of this procedure to file the [redacted document](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#).

REDACTED DOCUMENT (MOTION PRACTICE)

1. Select **Civil** from the filing menu.
2. Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select **Redacted Document (Motions and Related Filings)**. Click **Next**.
7. Select the filer by clicking the appropriate party. Click **Next**.

8. Read the ECF Filing Tip. Attach the appropriate documents. Click **Next**.
 - Enter a description of the sealed document.
 - For the attachments, enter “Redacted” and a description of the document.
 - Click **Next**.

9. Read the ECF Filing Tip. Check the box next to the sealed document of the redacted document(s). Click **Next**.
10. Modify the docket text if necessary. Click **Next**.
11. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
12. The Notice of Electronic Filing (NEF) will display confirming the filing.

STATEMENT INSTEAD OF REDACTED DOCUMENT (MOTION PRACTICE)

1. Select **Civil** from the filing menu.

- Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

- Read the ECF Filing Tip. Click **Next**.
- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select **Statement Instead of Redacted Document (Motions and Related Filings)**. Click **Next**.
- Select the filer by clicking the appropriate party. Click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. pla
- Marsha [Katie M] Clark dft
- XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Filer**

- Read the ECF Filing Tip. Attach the appropriate document.

ECF Filing Tips

One **Statement** may be filed for multiple **SEALED Documents**.

Select the PDF document and any attachments.

Main Document
[Browse...](#) TEST Document5.pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next **Clear**

- Select the reason for filing the statement. Click **Next**.
- Read the ECF Filing Tip. Check the box next to the sealed document of the redacted document(s). Click **Next**.

- Enter the ECF Docket # in brackets and a description for specific attachments within a sealed entry related to this Statement Instead of Redacted Document. Click **Next**.

ECF Filing Tips

Enter the **ECF Docket#** in brackets [] and a **description** for specific attachments within a **SEALED Entry** related to this **Statement Instead of Redacted Document**.

Please follow these examples:

[10-1] Sealed Exhibit 1, [10-2] Sealed Exhibit 2

[11] Sealed Affidavit in Support and [11-1] Sealed Exhibit 1, [11-2] Sealed Exhibit 2, [11-3] Sealed Exhibit 3

Enter ECF Docket# and Description: [7-2] Sealed Exhibit 2

Next Clear

- Modify the docket text if necessary. Click **Next**.
- Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
- The Notice of Electronic Filing (NEF) will display confirming the filing.

PROPOSED REDACTED DOCUMENT

- Select **Civil** from the filing menu.
- Under the Motions, Related Filings, and Sealed Filings category, click on **Supporting Documents and Responses**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

- Read the ECF Filing Tip. Click **Next**.
- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select **Proposed Redacted Document(s) (Motions and Related Filings)**. Click **Next**.
- Select the filer by clicking the appropriate party. Click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

☒ ABC Corp. pla
☒ Marsha [Katie M] Clark dft
☒ XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

☒ ABC Corp. [pla]
☒ Clark, Marsha [Katie M] [dft]
☒ XYZ Inc. [dft]

Next Clear New Filer

- Select **ONLY** the parties who should have access to the document.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov).**

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry. The document will be restricted to only the parties applicable to this filing.

Only parties selected below will have access to the document. All case participants will be noticed. The entry will be available on the public docket.

The screenshot shows the 'Pick Filer' section of the ECF Filing interface. On the left, there is a list of parties: ABC Corp. [pla], Marsha [Katie M] Clark dft, and XYZ Inc. dft. Above this list are links for 'Collapse All' and 'Expand All'. To the right of the list, there is a section titled 'Select only the parties on the public docket who should have access to the docket entry. For further information, please reference the Sealed Civil Users Manual.' Below this title, there are two options: 'Select the Party:' and 'OR Select a Group:'. Under 'Select the Party:', there is a list box containing the same three parties. Under 'OR Select a Group:', there are four radio button options: 'No Group' (selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom of the interface, there are three buttons: 'Next', 'Clear', and 'New Filer'.

9. Enter the filing party. Click **Next**.
10. Read the ECF Filing Tip. Attach the appropriate documents. Click **Next**.
 - Enter the Main Document description. ([7] Proposed Redacted Exhibit 2).
 - Enter the description of the proposed redacted document. ([7-1] Proposed Redacted Exhibit 3).
 - Enter the description of the proposed redacted document. ([9] Proposed Redacted Affidavit in Opposition to Motion).
 - Enter the description of the proposed redacted document. ([9-1] Proposed Redacted Exhibit A).
 - Enter the description of the proposed redacted document. ([9-2] Proposed Redacted Exhibit B).

- Click **Next**.

ECF Filing Tips

Upload each **Proposed Redacted Document** as separate attachments, i.e., one document per pdf.

Identify each document using the **ECF Docket#** in brackets [] and a description for specific Proposed Redacted Document

*For the **Main Document**, use **Main Document Description**.
 *For **Attachments**, use Description.

For example:

Main Document: [9] Proposed Redacted Affidavit in Support
 Attachment 1: [9-1] Proposed Redacted Exhibit 1
 Attachment 2: [11-2] Proposed Redacted Exhibit 1
 Attachment 3: [11-3] Proposed Redacted Exhibit 2

Main Document Description: [7] Proposed Redacted Exhibit

Select the PDF document and any attachments.

Main Document
 Browse... TEST Document5.pdf

Attachments	Category	Description
1. Browse... TEST Document4.pdf		[7-1] Proposed Redacted Exhibit Remove
2. Browse... TEST Document3.pdf		[9] Proposed Redacted Affid Remove
3. Browse... TEST Document2.pdf		[9-1] Proposed Redacted Exhibit Remove
4. Browse... TEST Document1.pdf		[9-2] Proposed Redacted Exhibit Remove
5. Browse... No file selected.		

Next Clear

11. Modify the docket text if necessary. Click **Next**.
12. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
13. The Notice of Electronic Filing (NEF) will display confirming the filing.

JOINT MOTION REGARDING CONTINUED SEALING

1. Select **Civil** from the filing menu.
2. Under the Motions, Related Filings, and Sealed Filings category, click on **Motions**.

Civil Events

Open a Case
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Initial Pleadings, Service, and Sealed Filings
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[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

3. Read the ECF Filing Tip. Click **Next**.

4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select **Joint Motion Regarding Continued Sealing**. Click **Next**.
7. Select the filer by clicking the appropriate party. Click **Next**.

8. Attach the appropriate document. Click **Next**.
9. Select the sealed and proposed redacted document(s) related to this Joint Motion Regarding Continued Sealing. Click **Next**.

ECF Filing Tips

Select the **SEALED** and **PROPOSED REDACTED** document(s) related to this *Joint Motion Regarding Continued Sealing*.

Select the appropriate event(s) to which your event relates:

- ☒ 03/28/2019 [7](#) SEALED EXHIBIT 2 re [6](#) Affidavit in Support of Motion filed by XYZ Corporation. (Attachments: # [1](#) Sealed Exhibit 3) (Smith, Joe)
- ☐ 03/28/2019 [8](#) MEMORANDUM in Opposition re [3](#) MOTION to Dismiss/General filed by ABC Company. (Attachments: # [1](#) LR7.1/LR72.2 Word Count Compliance Certificate) (Doe, John)
- ☒ 03/28/2019 [9](#) SEALED AFFIDAVIT of Alex Jones in OPPOSITION TO [3](#) MOTION to Dismiss/General filed by ABC Company. (Attachments: # [1](#) Sealed Exhibit A, # [2](#) Sealed Exhibit B) (Doe, John)
- ☐ 03/28/2019 [10](#) REDACTED DOCUMENT for [9](#) Sealed Affidavit filed by ABC Company. (Attachments: # [1](#) Redacted Exhibit A, # [2](#) Redacted Exhibit B) (Doe, John)
- ☐ 03/28/2019 [11](#) Reply to Response to Motion re [3](#) MOTION to Dismiss/General filed by XYZ Corporation. (Attachments: # [1](#) LR7.1/LR72.2 Word Count Compliance Certificate) (Smith, Joe)
- ☒ 03/29/2019 [12](#) PROPOSED REDACTED DOCUMENT(S) for - [7-1] Proposed Redacted Exhibit 2 filed by XYZ Corporation. (Attachments: # [1](#) [7-2] Proposed Redacted Exhibit 3, # [2](#) [9-1] Proposed Redacted Affidavit in Opposition to Motion, # [3](#) [9-2] Proposed Redacted Exhibit A, # [4](#) [9-3] Proposed Redacted Exhibit B) (Smith, Joe)

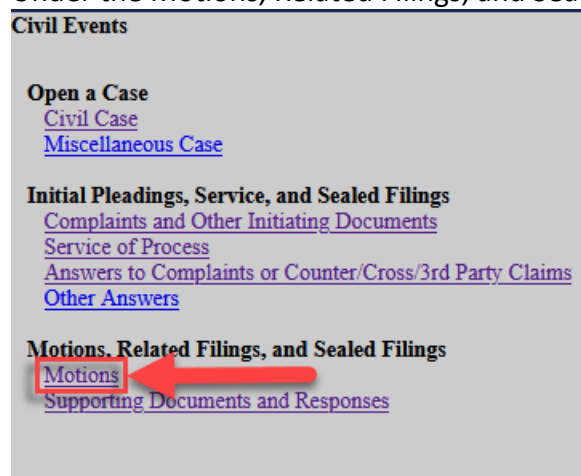
[Next](#) [Clear](#)

10. Modify the docket text if necessary. Click **Next**.
11. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
12. The Notice of Electronic Filing (NEF) will display confirming the filing.

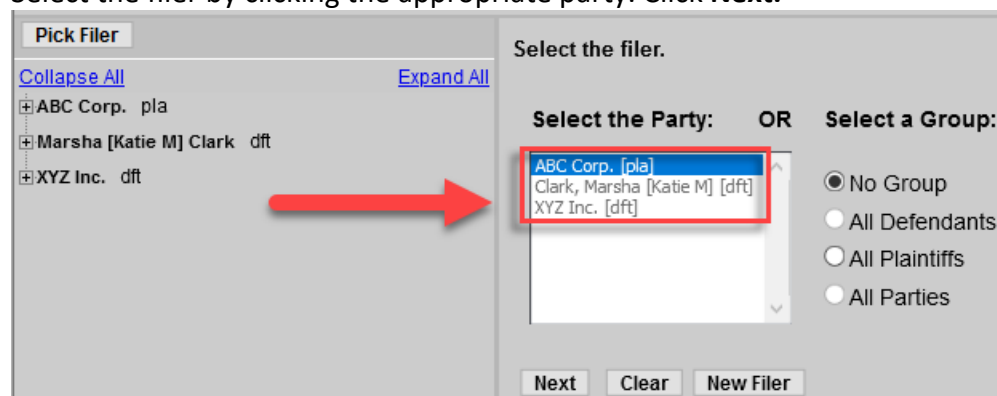
MOTION FOR FURTHER CONSIDERATION

1. Select **Civil** from the filing menu.

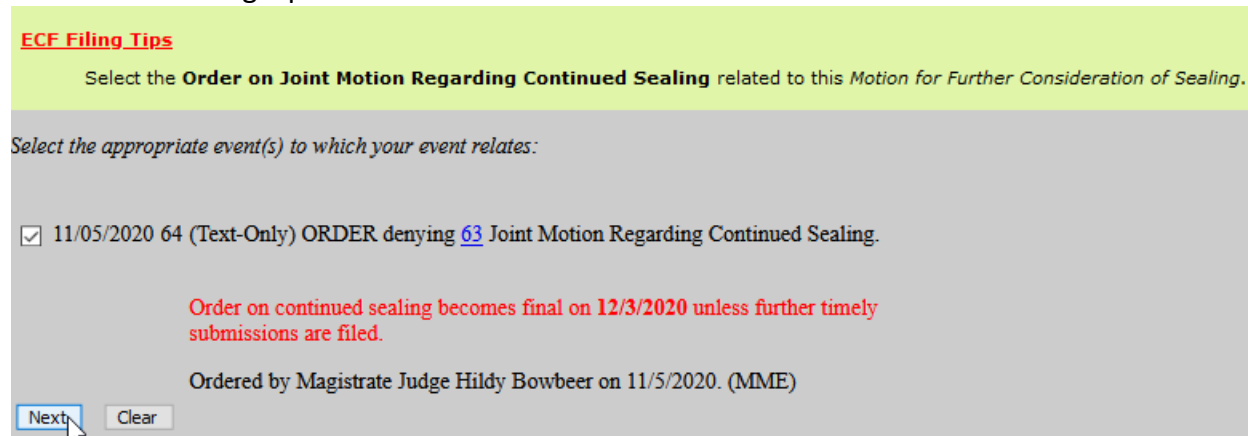
- Under the Motions, Related Filings, and Sealed Filings category, click on **Motions**.



- Read the ECF Filing Tip. Click **Next**.
- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select **Motion for Further Consideration of Sealing**. Click **Next**.
- Select the filer by clicking the appropriate party. Click **Next**.



- Attach the appropriate document. Click **Next**.
- Read the ECF Filing Tip. Check the box next to the order the motion relates to. Click **Next**.



10. Check the boxes next to the sealed document(s) the motion relates to. Click **Next**.

ECF Filing Tips

Select the sealed document(s) related to this *Motion for Further Consideration*.

Select the appropriate event(s) to which your event relates:

- ☐ 08/24/2020 [43](#) MEMORANDUM in Support re [41](#) MOTION to Appoint Counsel filed by ABC Corp.. (Nineteen, Attorney)
- ☐ 08/24/2020 [44](#) AFFIDAVIT of John Doe in SUPPORT OF [41](#) MOTION to Appoint Counsel filed by ABC Corp.. (Nineteen, Attorney)
- ☐ 10/13/2020 [53](#) Declaration of John Doe in Support of [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)
- ☐ 10/13/2020 [55](#) DECLARATION of John Doe in Opposition to [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)
- ☒ 10/13/2020 [56](#) SEALED DECLARATION of John Doe in Opposition to [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)
- ☒ 10/13/2020 [57](#) SEALED EXHIBIT List or Exhibit Identifier re [44](#) Affidavit in Support of Motion filed by John Doe. (Attachments: # [1](#) Sealed Exhibit A, # [2](#) Sealed Exhibit B) (Bauer, Denise)
- ☐ 11/04/2020 [62](#) AFFIDAVIT of Fred Jones in OPPOSITION TO [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)

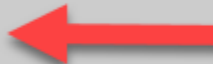
11. Modify the docket text if necessary. Click **Next**.
12. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
13. The Notice of Electronic Filing (NEF) will display confirming the filing.

OBJECTION TO ORDER ON MOTION FOR FURTHER CONSIDERATION

1. Select **Civil** from the filing menu.
2. Under Other Filings, click on **Appeal Documents**.

Civil Events

<p>Open a Case</p> <p>Civil Case</p> <p>Miscellaneous Case</p> <p>Initial Pleadings, Service, and Sealed Filings</p> <p>Complaints and Other Initiating Documents</p> <p>Service of Process</p> <p>Answers to Complaints or Counter/Cross/3rd Party</p> <p>Claims</p> <p>Other Answers</p> <p>Motions, Related Filings, and Sealed Filings</p> <p>Motions</p> <p>Supporting Documents and Responses</p>	<p>Other Filings</p> <p>Discovery Documents</p> <p>Notices</p> <p>Trial Documents</p> <p>Appeal Documents</p> <p>Other Documents</p> <p>SEALED & Ex Parte Non-Motion Documents</p> <p>MDL Attorney Time</p>
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3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select **Objection to Order Disposing of Motion for Further Consideration**. Click **Next**.
7. Click whether the document should be sealed as allowed by [LR 5.6](#). Click **Next**.
8. Attach the document. Click **Next**.

9. Read the ECF Filing Tip. Check the box next to the order the motion relates to. Click **Next**.

ECF Filing Tips

Select the **Order on Motion for Further Consideration of Sealing** related to this *Objection to Order Disposing of Motion for Further Consideration of Sealing*.

Select the appropriate event(s) to which your event relates:

☒ 11/05/2020 [66](#) ORDER denying [65](#) Motion for Further Consideration of Sealing regarding sealed documents for.

Order on continued sealing becomes final on **11/30/2020** unless further timely submissions are filed.

Signed by Magistrate Judge Hildy Bowbeer on 11/5/2020. (MME)

10. Read the ECF Filing Tip. Check the boxes next to the sealed document(s) the objection relates to. Click **Next**.

ECF Filing Tips

Select the sealed document(s) related to this *Objection to Order Disposing of Motion for Further Consideration of Sealing*.

Select the appropriate event(s) to which your event relates:

☐ 08/24/2020 [43](#) MEMORANDUM in Support re [41](#) MOTION to Appoint Counsel filed by ABC Corp.. (Nineteen, Attorney)

☐ 08/24/2020 [44](#) AFFIDAVIT of John Doe in SUPPORT OF [41](#) MOTION to Appoint Counsel filed by ABC Corp.. (Nineteen, Attorney)

☐ 10/13/2020 [53](#) Declaration of John Doe in Support of [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)

☐ 10/13/2020 [55](#) DECLARATION of John Doe in Opposition to [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)

☒ 10/13/2020 [56](#) SEALED DECLARATION of John Doe in Opposition to [50](#) MOTION to Compel filed by ABC Corp. (Bauer, Denise)

☒ 10/13/2020 [57](#) SEALED EXHIBIT List or Exhibit Identifier re [44](#) Affidavit in Support of Motion filed by John Doe. (Attachments: # [1](#) Sealed Exhibit A, # [2](#) Sealed Exhibit B) (Bauer, Denise)

☐ 11/04/2020 [62](#) AFFIDAVIT of Fred Jones in OPPOSITION TO [50](#) MOTION to Compel filed by ABC Corp.. (Bauer, Denise)

11. Modify the docket text if necessary. Click **Next**.
12. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
13. The Notice of Electronic Filing (NEF) will display confirming the filing.

OTHER SEALED DOCUMENTS – NOT RELATED TO MOTION PRACTICE

EX PARTE SUBMISSION/IN CAMERA REVIEW

1. Click **Civil** from the filing menu.

2. Under Other Filings, click on **SEALED & Ex Parte Non-Motion Documents**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[SEALED & Ex Parte Non-Motion Documents](#)
[MDL Attorney Time](#)

3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select the filer by clicking the appropriate party. Click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

☒ ABC Corp. [pla]
☐ Marsha [Katie M] Clark [dft]
☐ XYZ Inc. [dft]

Select the filer.

Select the Party: OR **Select a Group:**

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

☒ ABC Corp. [pla]
☐ Clark, Marsha [Katie M] [dft]
☐ XYZ Inc. [dft]

Next **Clear** **New Filer**

7. Select **Ex Parte Submission/In Camera Review**. Click **Next**.
 8. Read the ECF Restriction Notice. Click **Next**.
 9. Select the type of Ex Parte filing. Click **Next**.
 10. Attach the appropriate documents. File each attachment separately as an attachment to the main document. Click **Next**.
- **NOTE:** EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).

Select the PDF document and any attachments.

Main Document
 Browse... TEST Document6.pdf

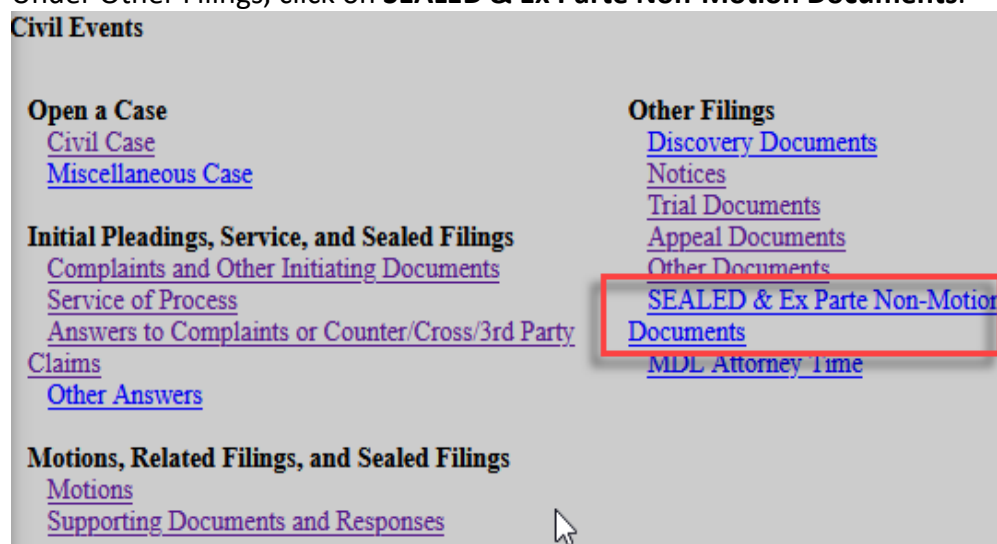
Attachments	Category	Description
1. Browse... TEST Document5.pdf		Ex Parte Attachment 1 Remove
2. Browse... No file selected.		

Next **Clear**

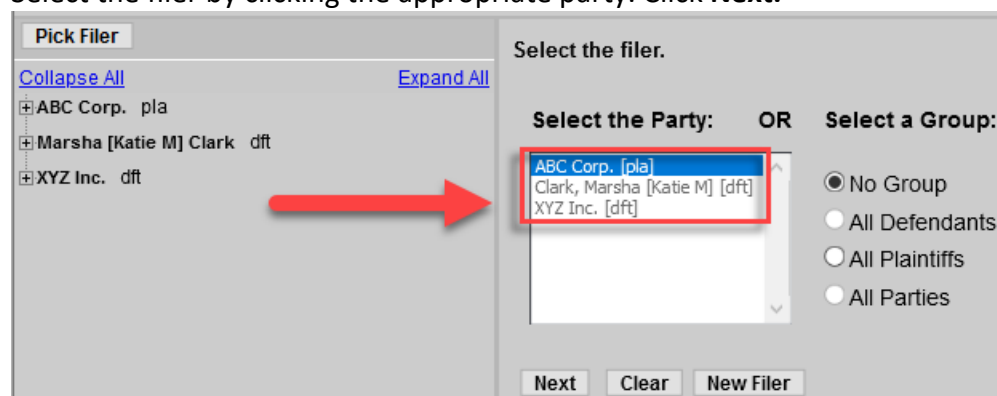
11. Select whether the document should be linked to another document in the case.
 - If YES, check the box and click **Next**. On the next screen, select the document that should be linked. Click **Next**.
 - If NO, leave the box unchecked. Click **Next**.
12. Modify the docket text if necessary. Click **Next**.
13. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
14. The Notice of Electronic Filing (NEF) will display confirming the filing.

SEALED DOCUMENT

1. Click **Civil** from the filing menu.
2. Under Other Filings, click on **SEALED & Ex Parte Non-Motion Documents**.



3. Read the ECF Filing Tip. Click **Next**.
4. Enter the case number. Click **Next**.
5. Confirm the correct case number was entered. Click **Next**.
6. Select the filer by clicking the appropriate party. Click **Next**.



7. Select **Sealed Document**. Click **Next**.
8. Read the ECF Filing Tip. Click **Next**.
9. Read the second ECF Filing Tip. Click **Next**.
10. Select **ONLY** the parties who should have access to the document.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov).**

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/apellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. pla
- Marsha [Katie M] Clark dft
- XYZ Inc. dft

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR **Select a Group:**

ABC Corp. [pla]
Clark, Marsha [Katie M] [dft]
XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Filer**

11. Enter the filing party. Click **Next**.

12. Label and upload the main document.

- Enter a description of the document.
- Click the Browse button to attach the document.
- Click the Browse button to attach attachment(s).
- Click **Next**.

****NOTE: EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).**

Enter a description of the main document.
"SEALED" will automatically be prefixed to the docket text:

Select the PDF document and any attachments.

Main Document

TEST Document6.pdf

Attachments	Category	Description	
1. <input type="button" value="Browse..."/> TEST Document5.pdf	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Sealed Attachment 1	<input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> No file selected.	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	

Next **Clear**

13. Select whether the document should be linked to another document in the case.

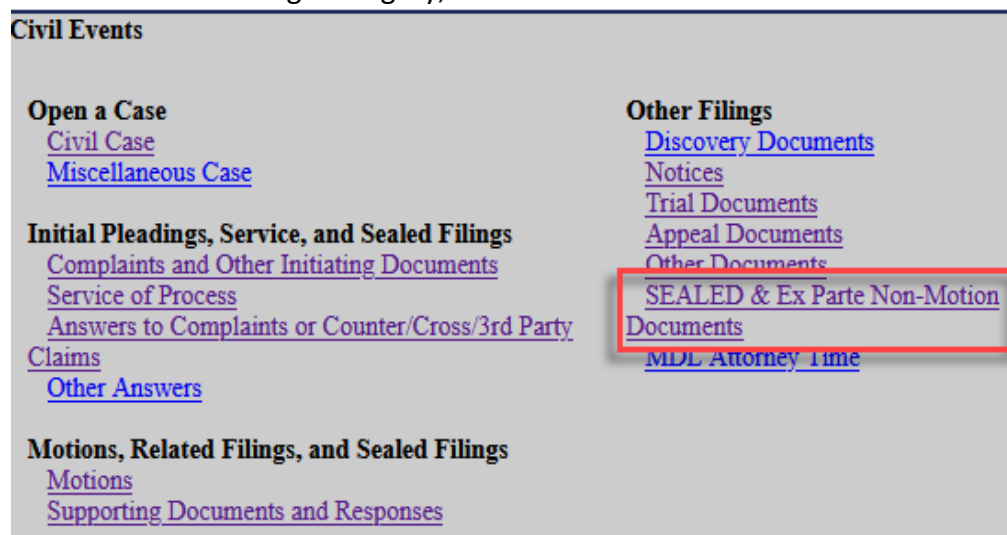
- If YES, check the box and click **Next**. On the next screen, select the document that should be linked. Click **Next**.
- If NO, leave the box unchecked. Click **Next**.

14. Click **Next**.

15. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
16. The Notice of Electronic Filing (NEF) will display confirming the filing.
17. Follow the applicable section of this procedure to file [redacted documents](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#). The redacted document or statement should be filed immediately following the sealed document.

SEALED EXHIBIT (INITIAL PLEADINGS AND OTHER NON-MOTION FILINGS)

1. Select **Civil** from the filing menu.
2. Under the Other Filings Category, Select **SEALED & Ex Parte Non-Motion Document**.



Civil Events

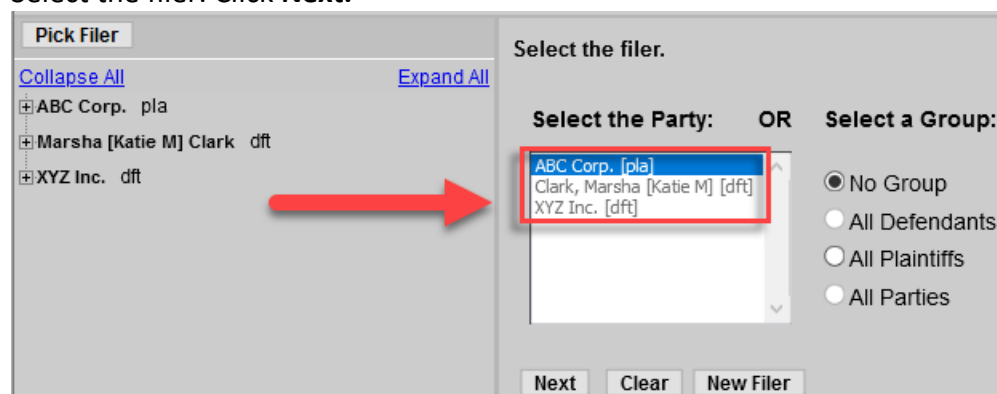
Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party](#)
[Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[SEALED & Ex Parte Non-Motion Documents](#)
[MDL Attorney Time](#)

3. Enter the case number. Click **Next**.
4. Confirm the correct case number was entered. Click **Next**.
5. Select the filer. Click **Next**.



Pick Filer

[Collapse All](#) [Expand All](#)

- ⊕ ABC Corp. pla
- ⊕ Marsha [Katie M] Clark dft
- ⊕ XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

6. Select **Sealed Exhibit (Initial Pleadings and Other Non-Motion Filings)** from the event list. Click **Next**.
7. Read the ECF Filing Tip. Click **Next**.
8. Read the next ECF Filing Tip. Click **Next**.
9. Select **ONLY** the parties who should have access to the document.
****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov). Click Next.**

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

The screenshot shows a web interface for selecting parties. On the left, under 'Pick Filer', there are links for 'Collapse All' and 'Expand All'. Below these are three expandable party lists: 'ABC Corp. pla', 'Marsha [Katie M] Clark dft', and 'XYZ Inc. dft'. On the right, there are instructions: 'SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.' and 'DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.' Below these instructions are two sections: 'Select the Party:' with a dropdown menu showing 'ABC Corp. [pla]', 'Clark, Marsha [Katie M] [dft]', and 'XYZ Inc. [dft]'; and 'Select a Group:' with radio button options for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom are buttons for 'Next', 'Clear', and 'New Filer'.

10. Enter the filing party. Click **Next**.
11. SEALED EXHIBITS must be uploaded as SEPARATE attachments, i.e., one exhibit per pdf. Please follow the instructions to properly identify exhibits.
 - Enter List or the Exhibit Identifier uploaded as the Main Document.
 - Upload each Sealed Exhibit(s) as separate Attachments, i.e., one exhibit per pdf. Enter Sealed Exhibit and the Exhibit Identifier into the Description field, e.g., Sealed Exhibit 1, Sealed Exhibit 2, Sealed Exhibit 3.
 - Click **Next**.

****NOTE:** EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).

*****SEALED Exhibits must be uploaded as SEPARATE attachments, i.e., one exhibit per pdf. *****

Please follow these instructions to properly identify exhibits.

* Upload the first *Exhibit* **OR** an *Exhibit List* (if not included with previously filed) as the **Main Document**. Enter *List* or the Exhibit Identifier(s) in the space below.

* Upload any remaining **SEALED Exhibits** as separate **Attachments**. Enter **SEALED Exhibit** and the **Exhibit Identifier** into the **Description** field, e.g. *Sealed Exhibit B*.

Enter *List* or the Exhibit Identifier uploaded as the **Main Document**:

Select the PDF document and any attachments.

Main Document

TEST Document6.pdf

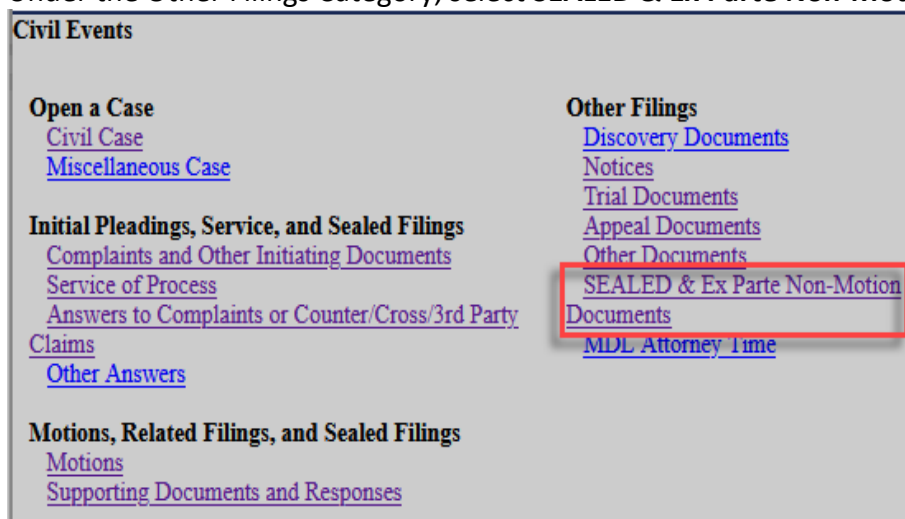
Attachments	Category	Description
1. <input type="button" value="Browse..."/> TEST Document5.pdf	<input type="text" value="Sealed Exhibit 1"/>	<input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> TEST Document4.pdf	<input type="text" value="Sealed Exhibit 2"/>	<input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/> TEST Document3.pdf	<input type="text" value="Sealed Exhibit 3"/>	<input type="button" value="Remove"/>
4. <input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="button" value="Remove"/>

12. Select the appropriate document(s) to which your filing relates. Click **Next**.
13. Modify the docket text if necessary. Click **Next**.
14. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
15. The Notice of Electronic Filing (NEF) will display confirming the filing.
16. Follow the applicable section of this procedure to file [redacted documents](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#). The redacted document or statement should be filed immediately following the sealed document.
- 17.

SEALED LETTER

1. Select **Civil** from the filing menu.

- Under the Other Filings Category, select **SEALED & Ex Parte Non-Motion Documents**.



Civil Events

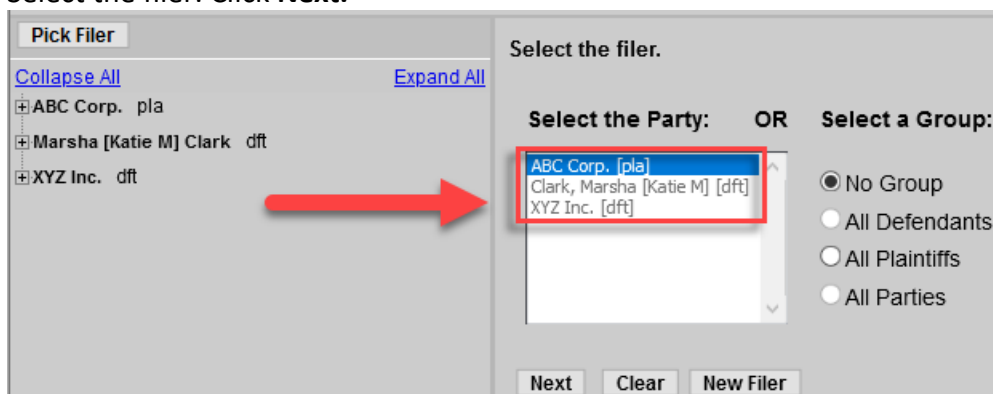
Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party](#)
[Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
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Other Filings
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[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[SEALED & Ex Parte Non-Motion Documents](#)
[MDL Attorney Time](#)

- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select the filer. Click **Next**.



Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. pla
- Marsha [Katie M] Clark dft
- XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Filer**

- Select **Sealed Letter** from the event list. Click **Next**.
- Read the ECF Filing Tip. Click **Next**.
- Select **ONLY** the parties who should have access to the document.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov). Click **Next**.**

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. [pla]
- Marsha [Katie M] Clark [dft]
- XYZ Inc. [dft]

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

ABC Corp. [pla]
Clark, Marsha [Katie M] [dft]
XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

9. Enter the filing party. Click **Next**.

10. Click the Browse button to attach the letter and attachment(s). Click **Next**.

****NOTE: EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).**

Main Document

Browse... TEST Document6.pdf

Attachments	Category	Description
1. Browse... TEST Document5.pdf		Sealed Exhibit 1 Remove
2. Browse... TEST Document4.pdf		Sealed Exhibit 2 Remove
3. Browse... No file selected.		Remove

Next Clear

11. Select the type of letter. Click **Next**.

12. Modify the docket text if necessary. Click **Next**.

13. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.

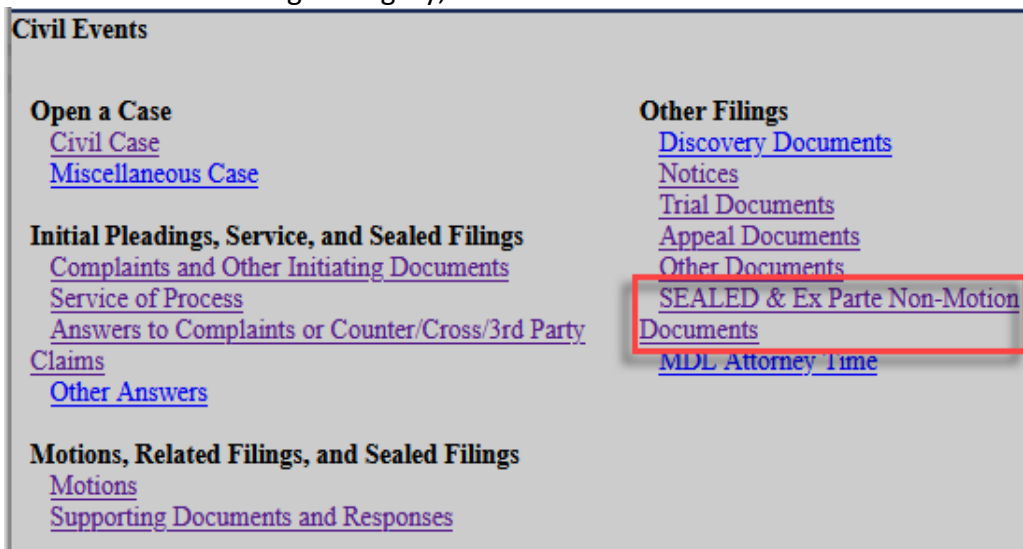
14. The Notice of Electronic Filing (NEF) will display confirming the filing.

15. Follow the applicable section of this procedure to file [redacted documents](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#). The redacted document or statement should be filed immediately following the sealed document.

SEALED STIPULATION

1. Select **Civil** from the filing menu.

- Under the Other Filings Category, select **SEALED & Ex Parte Non-Motion Documents**.



Civil Events

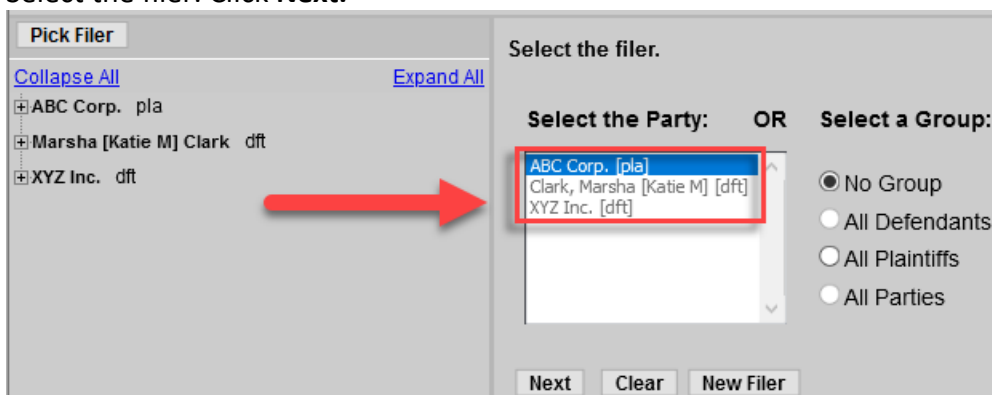
Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party](#)
[Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
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[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[SEALED & Ex Parte Non-Motion Documents](#)
[MDL Attorney Time](#)

- Enter the case number. Click **Next**.
- Confirm the correct case number was entered. Click **Next**.
- Select the filer. Click **Next**.



Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Corp. pla
- Marsha [Katie M] Clark dft
- XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Filer**

- Select **Sealed Stipulation**. Click **Next**.
- Read the ECF Filing Tip. Click **Next**.
- Read the next ECF Filing Tip. Click **Next**.
- Select **ONLY** the parties who should have access to the document.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov). Click **Next**.**

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

- + ABC Corp. pla
- + Marsha [Katie M] Clark dft
- + XYZ Inc. dft

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

10. Enter the filing party. Click **Next**.

11. Click the Browse button to attach the stipulation and attachment(s). Click **Next**.

****NOTE: EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).**

ECF Filing Tips

Do NOT attached Proposed Orders to the Stipulation.

1. Submit the proposed order in Word or WordPerfect format for the judge's signature by emailing to the appropriate judge or magistrate judge's chambers mailbox. (Please refer to the [Chambers Contact Information](#) page.)
2. File a pdf of the proposed order using the event **Proposed Order to Judge** under **Civil Events > Other Filings > Other Documents**.

Select the PDF document and any attachments.

Main Document

Browse... TEST Document6.pdf

Attachments	Category	Description
1. Browse... TEST Document5.pdf		Sealed Exhibit 1 Remove
2. Browse... TEST Document4.pdf		Sealed Exhibit 2 Remove
3. Browse... No file selected.		

Next Clear

12. Select whether your document should be linked to another document in the case.

- If yes, check the box and click **Next**. On the next screen, select the document to which it should be linked.
- If no, leave the box unchecked and click **Next**.

13. Enter the names of the PARTIES (not counsel) who have signed the stipulation. Click **Next**.

ECF Filing Tips

Other than you as the filer, enter **Names of the PARTIES (not counsel)** who have signed this stipulation.

1. Party Name:

2. Party Name:

3. Party Name:

4. Party Name:

5. Party Name:

14. Modify the docket text if necessary. Click **Next**.
15. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
16. The Notice of Electronic Filing (NEF) will display confirming the filing.
17. Follow the applicable section of this procedure to file [redacted documents](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#). The redacted document or statement should be filed immediately following the sealed document.

REDACTED DOCUMENT (INITIAL PLEADINGS AND OTHER NON-MOTIONS FILINGS)

1. Select **Civil** from the filing menu.
2. Under the Other Filings category, select **Other Documents**.

Civil Events

<p>Open a Case</p> <p>Civil Case</p> <p>Miscellaneous Case</p> <p>Initial Pleadings, Service, and Sealed Filings</p> <p>Complaints and Other Initiating Documents</p> <p>Service of Process</p> <p>Answers to Complaints or Counter/Cross/3rd Party</p> <p>Claims</p> <p>Other Answers</p> <p>Motions, Related Filings, and Sealed Filings</p> <p>Motions</p> <p>Supporting Documents and Responses</p>	<p>Other Filings</p> <p>Discovery Documents</p> <p>Notices</p> <p>Trial Documents</p> <p>Appeal Documents</p> <p>Other Documents</p> <p>SEALED & Ex Parte Non-Motion Documents</p> <p>MDL Attorney Time</p>
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3. Enter the case number. Click **Next**.
4. Confirm the correct case number was entered. Click **Next**.

5. Select the filer. Click **Next**.

6. Select **Redacted Document (Initial Pleadings and Other Non-Motion Filings)**. Click **Next**.

7. Read the ECF Filing Tip.

- Enter a description of the sealed document.
- Click the Browse button to attach the redacted document.
- For the redacted document uploaded as an attachment, enter “Redacted” and description of the sealed document into the Description field. (e.g., Redacted Exhibit A).
- Click **Next**.

8. Select the sealed document that relates to the redacted document. Click **Next**.
9. Modify the docket text if necessary. Click **Next**.
10. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
11. The Notice of Electronic Filing (NEF) will display confirming the filing.

STATEMENT INSTEAD OF REDACTED DOCUMENT (INITIAL PLEADINGS AND OTHER NON-MOTION FILINGS)

1. Select **Civil** from the filing menu.
2. Under the Other Filings category, select **Other Documents**.

Civil Events

Open a Case
[Civil Case](#)
[Miscellaneous Case](#)

Initial Pleadings, Service, and Sealed Filings
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)
[Other Answers](#)

Motions, Related Filings, and Sealed Filings
[Motions](#)
[Supporting Documents and Responses](#)

Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[SEALED & Ex Parte Non-Motion Documents](#)
[MDL Attorney Time](#)

3. Enter the case number. Click **Next**.
4. Confirm the correct case number was entered. Click **Next**.
5. Select the filer. Click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

☐ ABC Corp. pla
☐ Marsha [Katie M] Clark dft
☐ XYZ Inc. dft

Select the filer.

Select the Party: OR **Select a Group:**

☐ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

6. Select **Statement Instead of Redacted Document (Initial Pleadings and Other Non-Motion Filings)**. Click **Next**.
7. Read the ECF Filing Tip. Click the Browse button to attach the document. Click **Next**.
8. Select the reason for the statement. Click **Next**.
9. Select the sealed document for this statement. Click **Next**.
10. Read the ECF Filing Tip. Enter the ECF Docket # in brackets and a description for specific attachments within a sealed entry related to this Statement Instead of Redacted Document. Click **Next**.

ECF Filing Tips

Enter the **ECF Docket#** in brackets [] and a **description** for specific attachments within a **SEALED Entry** related to this **Statement Instead of Redacted Document**.

Please follow these examples:

[10-1] Sealed Exhibit 1, [10-2] Sealed Exhibit 2

[1] Sealed Complaint and [1-1] Sealed Exhibit A, [11-2] Sealed Exhibit B, [11-3] Sealed Exhibit C

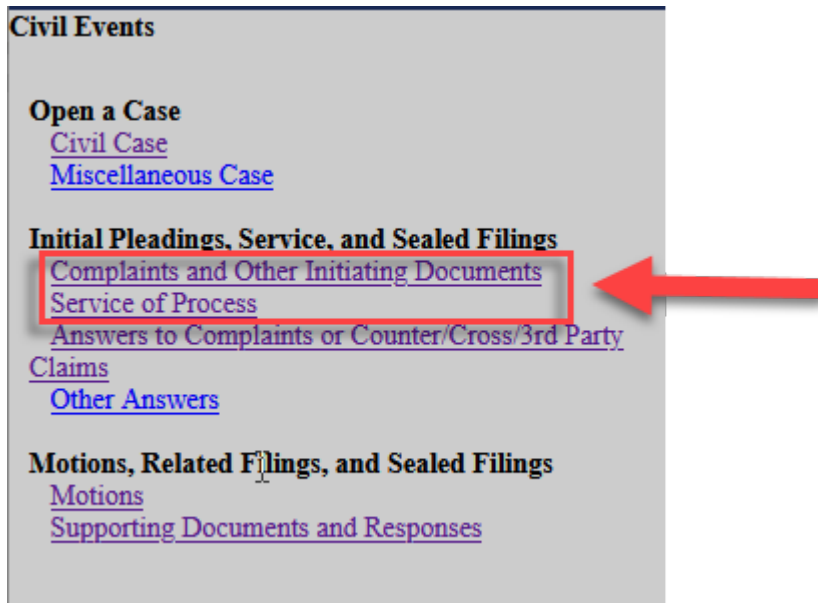
Enter ECF Docket# and Description: [7-2] Sealed Exhibit 2

11. Modify the docket text if necessary. Click **Next**.

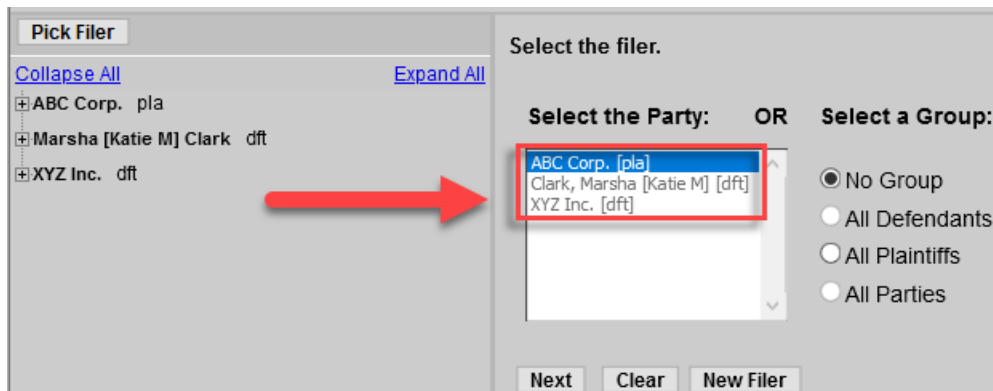
12. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
13. The Notice of Electronic Filing (NEF) will display confirming the filing.

FILING SEALED INITIATING DOCUMENTS

1. At this stage you have already opened the case and you are docketing the initiating document. Please note the case will not be sealed only the initiating documents.
2. Under the Initial Pleadings, Service, and Sealed Filings, select **Complaints and Other Initiating Document**.



3. Enter the case number. Click **Next**.
4. Confirm the correct case number was entered. Click **Next**.
5. Select the applicable event (i.e. Complaint or Notice of Removal) from the even list. Click **Next**.
6. Select the filer. Click **Next**.



7. ECF will prompt the filing attorney to add himself/herself as counsel for the filing party. Place a check in the box(es) to the left of the party name(s) to create attorney/party association. Click **Next**.
8. Select the party that the filing is against. Click **Next**.
9. Click **Yes** to file a sealed document. Click **Next**.
10. Read the ECF Filing Tip. Click **Next**.
11. Select **ONLY** the parties who should have access to the document.

****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT. Do NOT select Interested Parties (ip) or Movants (mov). Click Next.**

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

- + ABC Corp. pla
- + Marsha [Katie M] Clark dft
- + XYZ Inc. dft

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

ABC Corp. [pla]
 Clark, Marsha [Katie M] [dft]
 XYZ Inc. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

12. Enter the filing party. Click **Next**.

13. Read the ECF Filing Tip. Upload the documents.

- For Sealed Complaints: Click the Browse button to attach the Sealed Complaint as the Main Document. Upload each sealed exhibit as a separate attachment. Attach the Civil Cover Sheet as the last attachment. See sample filing screen shot below.

ECF Filing Tips

For SEALED Complaints:

1. Upload the **SEALED Complaint** as the **Main Document**.
2. Upload each **SEALED Exhibit** as a separate **Attachment**.
3. Attach the **Civil Cover Sheet** as the last **Attachment**.
4. File ALL other documents separately, such as *Redacted/Non-Confidential Documents* or a *Notice of Appearance*.

Select the PDF document and any attachments.

Main Document

Browse... TEST Document6.pdf

Attachments	Category	Description
1. Browse... TEST Document5.pdf		Sealed Exhibit 1 Remove
2. Browse... TEST Document4.pdf		Sealed Exhibit 2 Remove
3. Browse... TEST Document2.pdf	Civil Cover Sheet	Remove
4. Browse... No file selected.		

Next Clear

- For Sealed Notices of Removal: Click the Browse button to the attach the Sealed Notice of Removal, attach the Summons/Complaint and other applicable state court documents. Upload

each sealed exhibit as a separate attachment. Attach the Civil Cover Sheet. Click **Next**. See sample filing screen shot below.

ECF Filing Tips

For SEALED Complaints:

1. Upload the **SEALED Complaint** as the **Main Document**.
2. Upload each **SEALED Exhibit** as a separate **Attachment**.
3. Attach the **Civil Cover Sheet** as the last **Attachment**.
4. File ALL other documents separately, such as *Redacted/Non-Confidential Documents* or a *Notice of Appearance*.

Select the PDF document and any attachments.

Main Document
Browse... TEST Document6.pdf

Attachments	Category	Description
1. Browse... TEST Document5.pdf		State Court Documents Remove
2. Browse... TEST Document4.pdf		Notice of Filing of Notice of R Remove
3. Browse... TEST Document2.pdf		Sealed Exhibit 1 Remove
4. Browse... TEST Document3.pdf		Sealed Declaration Remove
5. Browse... TEST Document1.pdf	Civil Cover Sheet	Remove
6. Browse... No file selected.		

Next Clear

****NOTE:** EACH sealed document must be filed separately with its own unique docket number (e.g. ECF No. 15-3).

14. Indicate whether you would like a summons issued. Click **Next**.
15. Answer the payment question. Click **Next**. If your answer is Yes, proceed to step 25.
16. Read the fee payment information. Click **Next**.
17. Enter your PACER Credentials if requested.
18. Select a payment method. Click **Next**. You may select an account on file in your PACER account, a credit card account, or an ACH account. If a new account is selected, enter all required information.
19. Review the information entered. Check the box at the bottom of the screen to authorize payment of the filing fee. Click **Submit**.
20. You will be brought back to ECF. Click **Next**.
21. Modify the docket text if necessary. Click **Next**.
22. Confirm the correct document(s) is attached and the docket text is correct. Clicking next will finalize the filing. Click **Next**.
23. The Notice of Electronic Filing (NEF) will display confirming the filing.
24. Follow the applicable section of this procedure to file [redacted documents](#) or the [Statement that Entire Document is Confidential or Impracticable to Redact](#). The redacted document or statement should be filed immediately following the sealed document.
25. A motion seeking leave of the court to keep the complaint or other initiating document under seal is required (use Motion Regarding Continued Sealing event). This motion should be filed immediately after the redacted document or the Statement that the Entire Document is Confidential or Impracticable to Redact.

FILING CONVENTIONALLY FILED ITEMS UNDER SEAL

1. If filing a conventionally filed item under seal, please also refer to the Civil Procedures Guide on Conventional Filing of Documents.
2. A party may conventionally file the following without seeking leave of the court:
 - a. Items that cannot be converted to electronic form (e.g. flash drives, CDs, video tape, audio tape, etc.).
 - b. Physical objects (e.g., baseball bat, painter's tape).
3. Documents that do not fall under 2(a) or (b) above (such as large PDF documents or Excel spreadsheets) may require leave of the court to file under seal. If that is the case, the **Application to File Certain Documents Conventionally** should be filed (this form and instruction sheet is available on the "Court Forms" page of the court's website at www.mnd.uscourts.gov). If you are unsure, please contact the assigned Judge's chambers.
4. The conventional filing placeholder (available on the "Court Forms" page of the court's website at www.mnd.uscourts.gov) must be filed in ECF in place of the material(s) being filed conventionally, and is intended to show, in ECF, the existence of materials that reside in the Clerk's Office.
 - a. **IMPORTANT:** When drafting the placeholder for a conventionally filed item under seal, please clearly indicate within the language of the placeholder that the item is intended to be filed under seal as a sealed exhibit.
5. If the sealed item is an exhibit related to motion practice, follow the steps outlined under **Exhibit to a Supporting Document**. If the sealed item is an exhibit not related to motion practice, follow the steps outlined under **Sealed Exhibits (Initial Pleadings and Other Non-Motion Filings)**.
6. Generally speaking, both the entry and document for the placeholder itself may be public even if the flash drive itself is under seal, as the placeholder does not contain sealed information. The exception is if the filer wants the existence of the item to be confidential. In that rare instance, the entry, document, or both may be filed with restriction levels.
7. The Notice of Electronic Filing (NEF) and the conventional filing placeholder must be attached to the outside of the envelope of the conventionally filed material(s). Again, please ensure that the placeholder clearly indicates within the language of the placeholder that the item is intended to be filed under seal as a sealed exhibit.
8. Mail or deliver the ORIGINAL to the Clerk's Office. The Clerk's Office will note receipt of the conventionally filed original materials on the record with the following language: **[FLASH DRIVE] RECEIVED CONVENTIONALLY UNDER SEAL IN THE CLERK'S OFFICE ON [00/00/000] (date)**. The item will be placed under seal in the Clerk's Office and will not be available to requesting parties without Order of the Court.
9. Mail or delivery COURTESY COPIES (with a copy of the NEF and conventional filing placeholder attached) pursuant to the Courtesy Copies section of the Electronic Case Filing Procedures Guide for the District Judge or Magistrate Judge handling the matter in a separate envelope.
10. Conventionally filed materials must be served conventionally, with a copy of the NEF, by the filer on all parties who are entitled to service.
11. A Certificate of Service must be filed in ECF for all conventionally filed materials.