

## **Filing and Viewing Criminal Sealed/Ex Parte Documents Submitting Sealed Proposed Orders**

Beginning May 1, 2015, attorneys will be required to electronically file sealed and ex parte documents. Attorneys will also be allowed to view most sealed documents in cases in which they are participating that were filed on or after May 1, 2015. Sealed documents filed prior to May 1, 2015 cannot be seen.

With very few exceptions, leave of Court is required to file a sealed document. Once granted, the sealed document must be electronically filed. See ECF Policies & Procedures Manual, § III(A).

When a sealed document is filed in a criminal case, notice will be sent to the active attorneys for the USA and the applicable defendant. The public will not be able to view the docket entry or the document. Other attorneys in the case will not be aware of the filing. The filing attorney is responsible for service of the sealed document to other attorneys/parties, if necessary, and state the method on the certificate of service.

You should include the word “Sealed” or “Ex Parte” in the title of your document and in any proposed order.

Choose from the events under the heading Sealed and Ex Parte Documents.

### **Sealed and Ex Parte Filings**

[Sealed and Ex Parte Documents](#)

[Sealed Proposed Orders](#)

There are 5 options for sealed and/or ex parte criminal filings:

(To view step-by-step instructions for each event, click on the link below.)

[Sealed and/or Ex Parte Appendix/Brief/Memorandum in Support](#)

[Sealed and/or Ex Parte Document](#)

[Sealed and/or Ex Parte Motion](#)

[Sealed and/or Ex Parte Reply/Sur-reply](#)

[Sealed and/or Ex Parte Response/Objection](#)

(To view step-by-step instructions for each event, click on the link below.)

[Sealed Appendix/Brief/Memorandum in Support](#)

[Sealed Document](#)

[Sealed Motion](#)

[Sealed Reply/Sur-reply](#)

[Sealed Response/Objection](#)

[Ex Parte Appendix/Brief/Memorandum in Support](#)

[Ex Parte Document](#)

[Ex Parte Motion](#)

[Ex Parte Reply/Sur-reply](#)

[Ex Parte Response/Objection](#)

## Leave of Court

Leave of Court is required to file a sealed document with two exceptions: (1) Plea Supplements (see LCrR11.3) and (2) Responses to sealed matters (see LCrR12.2).

### Application to File Motion Under Seal

If your application to file motion under seal will also be sealed, file it using the event Sealed and Ex Parte Documents. During docketing, you will be asked if this is a Motion to Seal.

### Filing Ex Parte Documents

Ex parte documents may be filed without leave of Court. Ex parte filings will not be available to the public. Notice will only be sent and access to the document given to the filing attorney.

You should include the word “Ex Parte” in the title of your document and in any proposed order.

### Sealed Proposed Orders

If the order you are proposing is to be filed under seal, it should be submitted using the link, Sealed Proposed Orders. This link will guide you through creating a secured email that allows you to upload the proposed order in Word or WordPerfect format.

Do not send sealed proposed orders from your mail to the judge’s orders email box due to security issues.

#### Sealed and Ex Parte Filings

[Sealed and Ex Parte Documents](#)

[Sealed Proposed Orders](#) ←

### Viewing Sealed Documents

Sealed documents may only be viewed by using your ECF login and password.

\*\*\*Caution should be taken to keep this document CONFIDENTIAL.\*\*\*

From the Notice of Electronic Filing:

1. Select the document number.
2. A login screen will appear. Enter your ECF login and password. (Note: Not the PACER login/password)
3. The document will appear.
4. Save or print the sealed document.

From PACER:

1. Log into OKWD ECF using your ECF login and password.
2. Select Reports>Docket Sheet.
3. A login screen will appear for PACER. Enter your PACER login and password.
4. Select the document you wish to view.
5. The document will appear.
6. Save or print the sealed document.