

**Rule 9018-1**

**Secret, Confidential, Scandalous, or Defamatory Matter**

**(a) Motion to Seal**

- (1) A motion to seal may be made on an ex parte basis without notice on any grounds permitted by law, and shall contain the basis for why sealing is required. The order shall be submitted in the manner required by LBR 9013-1(c).
- (2) As soon as practicable the document to be sealed shall be filed in the manner prescribed by sub-paragraph (b) of this rule. The document shall be filed provisionally under seal, and will remain provisionally under seal until the court rules on the motion.
- (3) If discussion of protected materials or information is necessary to support the motion, such discussion shall be limited to an affidavit or declaration under penalty of perjury, which shall also be provisionally sealed.

**(b) Filing of Sealed or Provisionally Sealed Document**

Any document filed under seal or provisional seal shall be contained in a sealed envelope to which shall be affixed a captioned pleading that identifies the document, contains language to clearly indicate that the document in the sealed envelope has been filed under seal and is not to be opened without an order of the court and that makes reference to the motion or order by which the document was sealed.

**(c) Motion to Unseal**

A motion to unseal a document may be made on any grounds permitted by law. Notice of such a motion shall be in accordance with LBR 9013-1, with fourteen (14) days notice to the party that requested the document be sealed.

**(d) Disposition of Documents filed Under Seal ~~upon Dismissal or Closing of Case~~**

~~Any documents remaining under seal when a case is dismissed or closed shall be disposed of in accordance with the mandatory Records Disposition Schedule set out by the Judicial Conference of the United States, unless otherwise ordered by the court.~~

*Documents filed under seal ~~are~~ shall be scanned, then destroyed. ~~Documents too voluminous to be scanned will be destroyed upon case closing.~~*

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**(e) Viewing by Court Personnel**

Unless otherwise stated in the motion or the order to seal, the seal will not preclude court staff from viewing sealed materials.

**Related Provisions**

FRBP 9018                      Secret, Confidential, Scandalous, or Defamatory Matter  
FRBP 9013                      Motions: Form and Service

LBR 2002-1                      Notice to Creditors & Other Interested Parties  
LBR 9013-1(b)                      Motions ~~Practice~~ *and Orders*

11 USC 102                      Rules of Construction  
11 USC 107                      Public Access To Records

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