

How to Electronically File a Sealed Document

(April 2025)

1. Electronic Case Files (ECF) Docket Events

To file a sealed document, go to the landing screen for filing in the ECF system, click on “Category,” and select “Under seal”:

The screenshot shows the 'File a Document' interface. At the top, there is a navigation bar with 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. Below this, the 'File a Document' header is visible. The 'Case Number' field contains '24-10002' and the case name is 'USA v. Testprose Gantt'. The 'Filed' date is '02/28/2025'. The 'Type of Document' dropdown is open, showing a list of document types. The 'Category' dropdown is also open, showing a list of categories. The 'Under seal' option is highlighted in the 'Category' dropdown. A red arrow points to the 'Category' dropdown, and another red arrow points to the 'Under seal' option. Below the document type list, there are two checkboxes for case selection: '24-10001 Roosevelt Smith v. Highlands County' and '24-10004 American Academy of Family Physicians v. Testprose Gantt'. At the bottom, there is a 'Continue' button.

Then select the appropriate sealed docket event:

- Sealed Appendix Filed:** Use to file sealed documents contained in an appendix
- Sealed Brief Filed:** Use to file a sealed brief.
- Sealed Document Filed:** Use to file other sealed documents; the docket entry will allow the filer to specify the type of document.
- Sealed Motion Filed:** Use to file a sealed motion.
- Sealed Petition Filed:** Use to file a sealed original proceeding, such as a petition for writ of mandamus, or to file another type of sealed petition, such as a petition for rehearing en banc.
- Sealed PSI Filed:** Use to file a sealed Presentence Investigation Report and any addenda.

File a Document

Case Number
 USA v. Testprose Gantt

Filed
 02/28/2025

Type of Document	Category
<input type="text"/>	Under seal
Sealed Appendix Filed	Under seal
Sealed Brief Filed	Under seal
Sealed Document Filed	Under seal
Sealed Motion Filed	Under seal
Sealed Petition Filed	Under seal
Sealed PSI Filed	Under seal

24-10002 Document Filed in Middlesex County

Once docketed, a public notation will be made on the docket, but the sealed document will not be accessible to the filer or case participants.

02/18/2025 10 SEALED Appellant brief filed by Testprose Gantt. [24-10002] (ECF: Testprose Gantt) [Entered: 02/18/2025 03:55 PM]

2. Filing a Sealed Brief, Motion, or Other Pleading Under Seal

- ECF filers must file on the public docket (1) a motion to seal the pleading; and (2) a redacted version of the pleading; and
- ECF filers must separately file the unredacted version of the pleading using the appropriate sealed docket event (see section 1 above).

3. Filing an Appendix or Portions of an Appendix Containing Documents Filed Under Seal in the Court from which an Appeal is Taken

- A motion to seal is **not** required.
- ECF filers must include the sealed documents as a separate volume of the appendix filed using the appropriate sealed docket event. Generally, the **Sealed Appendix** event will be the appropriate event, but the **Sealed PSI** event may be used if the only sealed document in the appendix is the PSI and addenda.

4. Paper Copies of Sealed Briefs and Appendices Required

Pursuant to 11th Cir. Rules 30-1(d) and 11th Cir. 31-3, parties must send to the Court paper copies of briefs and appendices (1) upon receipt of a clerk's notice sent at the conclusion of briefing and (2) upon receipt of a clerk's notice upon a case being classed for oral argument.

The paper copies of briefs and appendices **must include** paper copies of sealed briefs and/or appendices. Sealed paper copies should be submitted in a sealed envelope, and the face of the envelope should contain a conspicuous notation that it contains "DOCUMENTS UNDER SEAL" or substantially similar language.

5. Service of Electronically Filed Sealed Documents

While the ECF System will notify the other parties that a sealed document has been filed, it will not serve the electronically filed sealed documents on the other parties to the case. The filer of the sealed document is responsible for serving the other parties. *See* FRAP 25(c).

6. Relevant Rules

- a. 11th Cir. R. 25-3(h) Documents Under Seal.

Documents filed under seal in the court from which an appeal is taken will continue to be filed under seal on appeal to this court. ECF filers seeking to file a brief, motion, or other pleading under seal must electronically file on the public docket a motion to seal the pleading and a redacted version of the pleading and must separately file the unredacted version of the pleading using the appropriate sealed docket event as listed on the ECF system. For ECF filers who are filing an appendix containing documents filed under seal in the court from which an appeal is taken, a motion to seal the portions of the appendix containing sealed documents is not required; the sealed documents must be included as a separate volume of the appendix filed using the appropriate sealed docket event.

- b. 11th Cir. R. 30-1(a)(14) on Appendices

In appeals from district courts and the Tax Court, the appellant must file an appendix containing, among other things:

in an appeal in a criminal case in which any issue is raised concerning the sentence, the transcript of the sentencing proceeding and the presentence investigation report and addenda. The presentence investigation report and addenda must be filed under seal in a separate envelope if filed in paper and

must be included as a separate sealed volume of the appendix if filed electronically.

7. Questions or Issues

If you have any questions or encounter any issues, please contact the ECF Help Desk at 404-335-6125.