UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

CRIMINAL SEALED DOCKETING CHEAT SHEET FOR ATTORNEYS

Effective May 1, 2013, the District of Connecticut has initiated a pilot program allowing attorneys to efile sealed motions and sealed documents in criminal cases. The following sealed events are now available to counsel:

- ✓ Sealed Motion
- ✓ Sealed Document
- ✓ Sealed Motion to Reduce Sentence re Crack Cocaine Offense - 18:3582
- ✓ Motions to Incur Expenses*
- ✓ Sealed Surety Information Sheet*
- ✓ Bail Information Sheet*
- ✓ CJA 23 Financial Affidavit*

* These events do not require a Motion to Seal.

REMINDER: Attorneys must comply with D.Conn. L. Cr. R. 57 requiring obtaining leave of the court to file a document under seal as needed.

Sealed Docketing Instructions

1. Select "Motions" under "Motions and Related Filings" and then docket the motion to seal using the "seal" relief from the list of available reliefs. Once you reach the screen, "What is being sealed:," enter a description of the items sought to be sealed. (A motion to seal is not a sealed entry.)

TIP: If the motion to seal is filed under seal, docket the motion to seal using the "sealed motion" event. At the "Enter type of motion from the caption on the sealed envelope" screen, add the text "TO SEAL" before indicating what the sealed document/motion is.

Motions
3:10-cr-00011-AVC USA v. Star
Enter type of motion from the caption on the sealed envelope: TO SEAL Motion for Ex|

[Next] [Clear]

2. Once you are ready to docket the documents to be sealed, depending on what it is you are filing, use the "sealed document" or "sealed motion" event. Be sure to indicate what the document or motion is when prompted, using the same caption you have used on the pleading itself.
   a. If the sealed motion includes multiple motions reliefs, you will need to docket the motion (using the sealed motion event) as many times as you have reliefs.
3. If you need to also file a redacted version of your sealed filing, simply docket the item as whatever you would normally docket it as if it were not sealed and add the word "REDACTED" to the docket text.