

## **PROCEDURES FOR FILING DOCUMENTS UNDER SEAL**

Please note the Court will only seal documents in very rare situations, upon good cause shown. Confidentiality Orders do not, in and of themselves, permit the filing of documents under seal. The fact that a document may contain very sensitive information (i.e., social security numbers, passwords) does not necessarily mean that document is subject to sealing. The parties may seek to redact such information. A party seeking to seal documents must follow these procedures:

- 1) **Important Prerequisite**: a party seeking to file any document under seal **must** first get permission from the Court by way of a *Motion to File Under Seal*.
- 2) The *Motion to File Under Seal* must be filed consistent with the motion procedures set forth in the Pennsylvania Rules of Civil Procedure and Philadelphia Local and Mass Tort Motion Rules.
- 3) **After** entry of the Order granting the *Motion to File Under Seal*, the motion (or portions thereof) to be sealed must be filed electronically via the Court's Electronic Filing System ("EFS").
  - a. You must include in the motion a copy of the sealing Order (this must be the first exhibit).
- 4) **Immediately** after filing the motion, e-mail Stanley Thompson, Esq., Director, Complex Litigation Center at [stanley.thompson@courts.phila.gov](mailto:stanley.thompson@courts.phila.gov) and copy Donna Candelora, Esq., Mass Tort Law Clerk, at [donna.candelora@courts.phila.gov](mailto:donna.candelora@courts.phila.gov). In the e-mail message you must:
  - a. Request that the document(s) at issue be sealed pursuant to the preexisting sealing Order.
  - b. Include a copy of the motion filing receipt (with the pertinent case information, i.e. caption, control number).
- 5) The request will be reviewed and the manager of the Civil Motions Unit will be directed to electronically lock the document(s) subject to sealing, provided the motion is otherwise in compliance with applicable Pennsylvania Rules of Civil Procedure and Philadelphia Local and Mass Tort Motion Rules.
  - a. Motions without copies of the sealing Order or otherwise not in compliance with the applicable motion rules will be rejected by the Civil Motions Unit.
- 6) Any questions or problems pertaining to the procedure may be directed to Mr. Thompson via e-mail. Any questions or problems pertaining to the EFS may be directed to the E-Filing Unit at [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov) or by calling (215) 686-6650.