

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF INDIANA

IN RE:

FILING OF DOCUMENTS UNDER SEAL

General Order 2004-19

ORDER

(a) General Rule. No document will be maintained under seal in the absence of an authorizing statute, Court rule, or Court order.

(b) Filing of Cases Under Seal. Any new case submitted for filing under seal must be accompanied by a motion to seal and proposed order. Any case presented in this manner will be assigned a new case number, District Judge and Magistrate Judge. The Clerk will maintain the case under seal until a ruling granting the motion to seal is entered by the assigned District Judge. If the motion to seal is denied, the case will be immediately unsealed with or without prior notice to the filing party.

(c) Filing of Documents Under Seal. Materials presented as sealed documents shall be inside an envelope which allows them to remain flat. Affixed to the exterior of the envelope shall be an 8 ½ x 11" cover sheet containing:

- (1) the case caption;
- (2) the name of the document if it can be disclosed publicly, otherwise an appropriate title by which the document may be identified on the public docket;
- (3) the name, address and telephone number of the person filing the document; and

(4) in the event the motion requesting the document be filed under seal does not accompany the document, the cover sheet must set forth the citation of the statute or rule or the date of the Court order authorizing filing under seal.

(d) Prohibition of Electronic Filing of Sealed Documents. Sealed documents will not be filed electronically, but rather manually on paper. The party filing a sealed document shall file electronically a Notice of Manual Filing (see Form in Electronic Case Filing Administrative Policies and Procedures Manual for the Northern District of Indiana.) The courtroom deputy to the District or Magistrate Judge should be contacted for instructions when filing certain *ex parte* documents which could not be disclosed by the electronic Notice of Manual Filing.

Dated: November 8, 2004

s/Robert L. Miller  
Robert L. Miller, Chief Judge

s/Allen Sharp  
Allen Sharp, Judge

s/William C. Lee  
William C. Lee, Judge

s/James T. Moody  
James T. Moody, Judge

s/Rudy Lozano  
Rudy Lozano, Judge

s/Philip P. Simon  
Philip P. Simon, Judge

s/Theresa L. Springmann  
Theresa L. Springmann, Judge