

FILING A CIVIL SEALED DOCUMENT FOR THE COURT'S EYES ONLY (Ex Parte)

On cases where attorneys have been given electronic access to sealed documents, it is sometimes necessary to file a sealed document that cannot be viewed by the other attorneys on the case. To file a sealed document intended for the court's eyes only, use the events listed below. Questions? Call 330-252-6016.

DOCUMENT BEING FILED	EVENT(S) TO BE USED
<p>Sealed Motion with private (court only) docket entry.</p> <p>Notice of electronic filing will not be generated. Only the court will be able to view the docket entry and document.</p>	<p>In the category Motions, select</p> <p>SEALED MOTION with Ex Parte Docket Entry</p>
<p>Sealed document other than a Motion with private (court only) docket entry.</p> <p>Notice of electronic filing will not be generated. Only the court will be able to view the docket entry and document.</p>	<p>In the category Other Documents, use the event</p> <p>SEALED DOCUMENT with Ex Parte Docket Entry</p>
<p>Motion with private (court only) docket entry and document. Docket entry and document can also be viewed by the filing party.</p> <p>Notice of electronic filing will be generated only to the filing party. The docket entry will be restricted, available only to the filing party and the court. The document will be restricted to viewing by the court and attorneys for the filing party.</p>	<p>This should be done as a two part filing. In the category Motions, select</p> <p>1 - Exparte Docket Entry AND Document-use with other event along with the specific type of motion you are filing (i.e., Motion for Attorney Fees)</p>
<p>Motion with public docket entry and private (court only) document. Document can also be viewed by the filing party.</p> <p>Notice of electronic filing will be generated to all parties. The docket entry will be available to all attorneys on the case and the public. The document will be restricted to viewing by the court and attorneys for the filing party.</p>	<p>This should be done as a two part filing. In the category Motions, select</p> <p>1 - Exparte Document-use with other event along with the specific type of motion you are filing (i.e., Motion for Attorney Fees)</p>
<p>Responses and Replies to Motion with private (court only) docket entry and document. Docket entry and document can also be viewed by the filing party.</p> <p>Notice of electronic filing will be generated only to the filing party. The docket entry will be restricted, available only to the filing party and the court. The document will be restricted to viewing by the court and attorneys for the filing party.</p>	<p>This should be done as a two part filing. In the category Responses and Replies, select</p> <p>1 - Exparte Docket Entry AND Document-use with other event along with the specific type of document you are filing (i.e., Response)</p>
<p>Responses and Replies to Motion with public docket entry and private (court only) document. Document can also be viewed by the filing party.</p> <p>Notice of electronic filing will be generated to all parties. The docket entry will be available to all attorneys on the case and the public. The document will be restricted to viewing by the court and attorneys for the filing party.</p>	<p>This should be done as a two part filing. In the category Responses and Replies, select</p> <p>1 - Exparte Document-use with other event along with the specific type of motion you are filing (i.e., Response)</p>