

**GENERAL ORDER ADOPTING**  
**PROCEDURE FOR FILING A DOCUMENT UNDER SEAL**  
**PENDING ADOPTION OF LOCAL RULE**

By resolution of the Board of Judges of the United States Bankruptcy Court for the District of New Jersey, it is determined that a procedure for electronically filing a document under seal will benefit parties in interest and the court.

Accordingly, the procedures annexed as Exhibit A to this General Order are adopted pursuant to 11 U.S.C. § 105(a), pending adoption of D.N.J. LBR 9018-1.

The technical instructions for filing a document under seal are found in the Court's *CM/ECF User's Guide for Attorneys* available on the Court's web site ([www.njb.uscourts.gov](http://www.njb.uscourts.gov)).

A self-represented party should contact the Clerk's Office for directions on a request to file a document under seal.

The Court may modify the procedure for electronically filing a document under seal from time to time by duly adopted General Order pending adoption and amendment of a Local Rule, making the revised procedure available on the Court's website.

**NOW, THEREFORE, IT IS ORDERED** that the Procedure for filing a document under seal is adopted, effective immediately.

**Dated: March 19, 2015**

  
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**Honorable Gloria M. Burns**  
**Chief Judge, United States Bankruptcy Court**

## **Proposed**

### **D.N.J. LBR 9018-1. Motion to File a Document Under Seal**

A party seeking to file a document under seal must file a motion consistent with the procedures on the court's website.

#### 2015 Comment

This Rule is new. The court's *CM/ECF User's Guide for Attorneys* governs the filing of a document under seal. A self-represented party should contact the clerk's office for guidance.

If the court grants the motion, the document will be kept under seal until the case or adversary proceeding is closed, at which time the clerk will follow the procedures for the treatment of sealed documents under the judiciary's record retention policy.

If the court denies the motion, the clerk will delete the proposed sealed document.

Electronic Request to Seal a Document  
EXTERNAL E-FILING PROCESS  
May 1, 2015

**Scenario:** An e-filing attorney seeks to file a Motion for an Accounting, but wants Exhibit A to the Certification in support of the Motion to be sealed.

