

PROCEDURES FOR FILING DOCUMENTS UNDER SEAL IN THE COMMERCE PROGRAM

The Court will seal documents only in very rare situations, upon good cause shown. A Confidentiality Stipulation and Order does not, alone, enable you to file documents under seal. A separate court Order is required.

The fact that a document may contain very sensitive information, i.e., customer names, trade secrets, does not necessarily mean that the court will permit the entire document to be filed under seal. The filing party may redact sensitive information where it is not relevant to the party's court filing.

A party seeking to file a document under seal 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*. The *Motion to File Under Seal* must be filed consistent with the motion procedures set forth in the Pennsylvania Rules of Civil Procedure and the Philadelphia Local Rules.
- 2) If the Court enters an Order granting the *Motion to File Under Seal*, the document (or portions thereof) to be sealed may then be filed electronically via the Court's Electronic Filing System ("EFS"). You must include with your filing a copy of the sealing Order.
- 3) **Immediately** after e-filing the document(s) you wish to have sealed, e-mail the Commerce Clerk assigned to your case:
Susan.Packer@courts.phila.gov;
Josephine.Patti@courts.phila.gov;
Arcangelo.Travaglini@courts.phila.gov; or
Rachel.Wener@courts.phila.gov.

In your e-mail message to the Clerk, you must:

- a. Request that the document(s) at issue be sealed pursuant to the pre-existing sealing Order.
 - b. Include a copy of the filing receipt you received from the court with respect to the document(s) you just filed.
- 4) The Commerce Clerk will review your request and, if appropriate, ask the Manager of the Civil Motions Unit to electronically lock the document(s) subject to sealing when the document(s) are accepted for filing.
 - 5) Documents that do not have a copy of the sealing Order attached or that are otherwise not in compliance with applicable motion rules will be rejected by the Civil Motions Unit.
 - 6) Any questions or problems pertaining to these procedures may be directed to Susan Packer at 215-686-4916. Any questions or problems pertaining to the EFS may be directed to the E-Filing Unit at efsupport@courts.phila.gov or by calling (215) 686-6650.