

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 19-0016**

The full Court met in executive session on Thursday, April 18, 2019 and approved an amendment to Local Rule 5.8 Filing Materials Under Seal. The proposed amendment was published with comments due on April 5, 2019. No comments were received from the Public or the Rules Advisory Committee.


The Court's Rules Committee considered the rule at its meeting on April 11, 2019. It recommended that the full Court adopt the amendment to Local Rule 5.8 as proposed.

The full Court considered the recommendation of the Rules Committee at its meeting on Thursday April 18, 2019 and agreed to modify Local Rule 5.8. Therefore,

By direction of the full Court, which met in executive session on Thursday, April 18, 2019,

IT IS HEREBY ORDERED that Local Rule 5.8 Filing Materials Under Seal be amended as attached (additions shown thus, deletions shown ~~thus~~), pending the approval of the Seventh Circuit Judicial Council.

ENTER:
FOR THE COURT



Acting Chief Judge

Dated at Chicago, Illinois this 17th day of April, 2019.

LR 5.8. Filing Materials under Seal

Any document to be filed under seal shall be filed in compliance with procedures established by the Clerk of Court and approved by the Executive Committee. All attorneys and unrepresented parties with an electronic filing account, shall file sealed documents pursuant to LR 26.2 and should do so electronically by way of the Court's electronic case management system. ~~Except~~ ~~Where~~ pursuant to court order ~~as~~ a restricted or sealed document as defined by LR26.2 is not filed electronically, ~~it must be~~

(A) by an attorney or by an unrepresented party with an e-filing account: the paper documents shall be accepted by the Clerk of Court. The Clerk of Court shall file those paper documents in the appropriate case, but those documents are to be filed as unsealed and publicly available.

(B) by an unrepresented party without an e-filing account: the paper documents shall be accepted by the Clerk of Court. Where restricted or sealed documents are submitted under this provision, they must be

accompanied by a cover sheet which shall include the following:

(A1) the caption of the case, including the case number;

(B2) the title "Sealed Document Pursuant to LR26.2";

(C3) a statement indicating that the document is filed under seal in accordance with an order of the court and the date of that order; and

(D4) the signature of the ~~attorney of record or~~ unrepresented party filing the document, the ~~attorney's or party's~~ name and address, ~~including e-mail address if the attorney or party is registered as a Filing User of electronic case filing,~~ and the title of the document.

Any document purporting to be a sealed document as defined in LR26.2 that is not filed in compliance with such procedures shall be processed like any other document and filed as unsealed and publicly available on the Court's electronic case management system. In such instances, where the document has been submitted in paper and does not show, on the coversheet, compliance without all four of the requirements listed above ~~on the coversheet, not been filed electronically,~~ the ~~clerk~~ Clerk of Court is authorized to open the sealed envelope and remove the materials for processing as an unsealed document.

Committee Comment: Information about the procedures to file a document under seal electronically can be found on the court's website under the "E-filing" tab.

Committee Comment on January 2019 revision: The purpose of the amendment is to ensure that the Clerk and the Clerk's Office staff are not responsible for paper copies of under-seal materials.