

**General Information**

The General Order on Electronic Case Filing has been revised to require the electronic filing of sealed/restricted documents in civil cases only, Administrative Records, State Court Records, and Ex Parte motion/documents.

**You will not have the ability to view a sealed document after it is filed.** A Notice of Electronic Filing will be sent to opposing counsel who will not be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

**Sealed cases** must be filed traditionally in paper format.

**Ex Parte Motions/Documents**

At the time of filing, please call the Clerk’s Office at 312-435-5698 and inform the docket clerk that you need access to file an ex parte document. A Notice of Electronic Filings **will not** be sent to opposing counsel. You **will not** have the ability to view the document after it is filed; only chambers will be able to view the document.

<b>For instructions on filing a</b>	<b>Refer to page</b>
<b>Sealed motion</b>	2
<b>Sealed reply to motion</b>	4
<b>Sealed response</b>	6
<b>Sealed exhibit</b>	8
<b>State Court Record</b>	10
<b>Administrative Record</b>	12

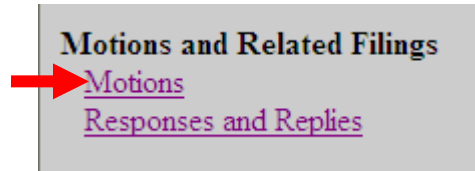
## File a Sealed Motion

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1. Click **Civil** on the menu bar.



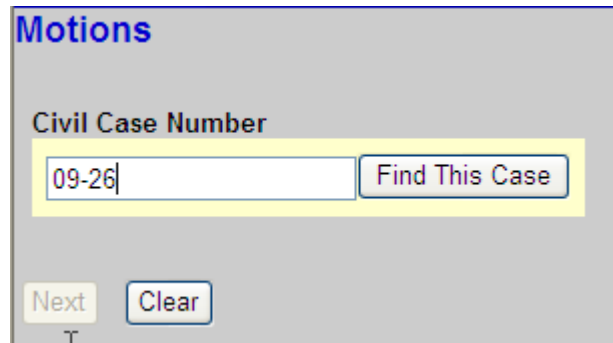
2. Click **Motions**.



3. Enter the case number.

4. Click **Find This Case**.

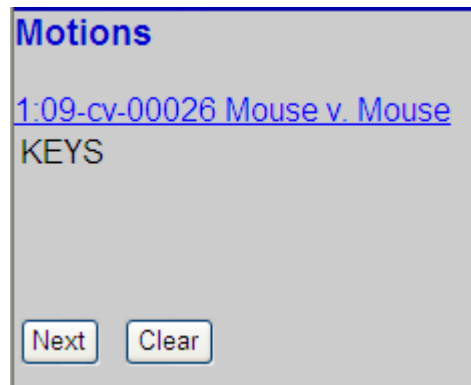
5. Click **Next**.

A screenshot of a web form titled 'Motions'. It contains a text input field labeled 'Civil Case Number' with the value '09-26' entered. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.

6. Verify that the case title and case number are correct.

A. Click **Next** if correct.

B. Click **Back** and re-enter if incorrect.

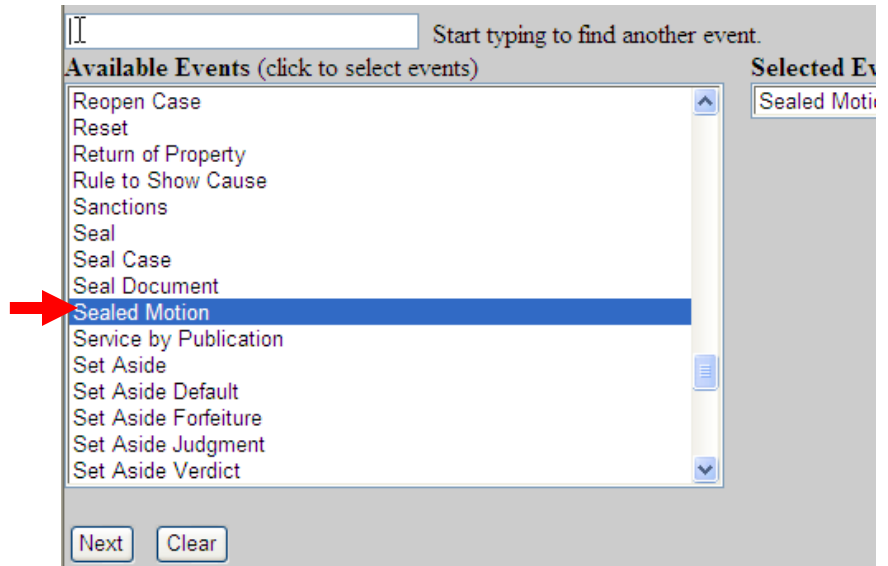
A screenshot of the search results page titled 'Motions'. It displays the case number '1:09-cv-00026' and the case title 'Mouse v. Mouse KEYS'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

## File a Sealed Motion (continued)

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7. Select **Sealed Motion**.

8. Click **Next**.



9. Select the party.

10. Click **Next**.

11. **READ** this notice and then click **Next** and continue filing the document.

**IMPORTANT: This event is for SEALED documents ONLY.**

Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

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## File a Sealed Reply to Motion

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1. Click **Civil** on the main menu.




2. Click **Responses and Replies**.

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Motions and Related Filings

[Motions](#)

 [Responses and Replies](#)

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3. Enter the case number.

4. Click **Find This Case**.

5. Click **Next**.

**Responses and Replies**

Civil Case Number

09-26

Find This Case

Next

Clear

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6. Verify that the case title and case number are correct.

A. Click **Next** if correct.

B. Click **Back** and re-enter if incorrect.

**Responses and Replies**

[1:09-cv-00026 Mouse v. Mouse](#)

KEYS

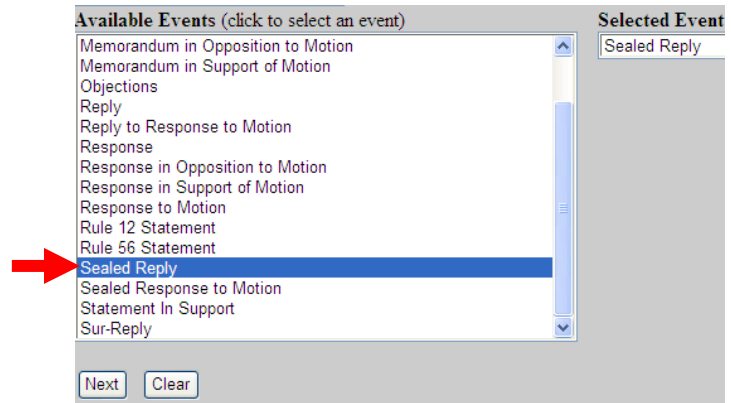
Next

Clear

## File a Sealed Reply Motion (continued)

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7. Click **Sealed Reply**, then click **Next**.



8. Select the party.

9. Click **Next**.
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10. **READ** this notice and then click **Next** and continue filing the document.

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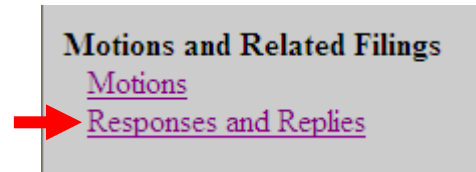
## File a Sealed Response

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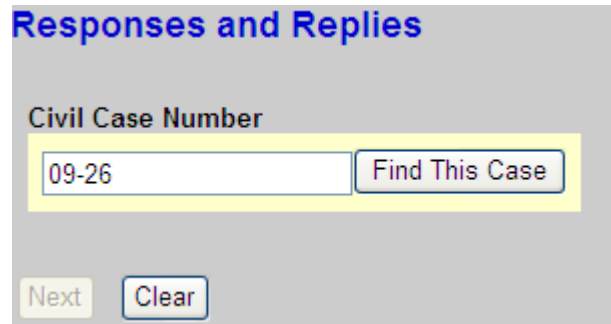
1. Click **Civil** on the main menu.



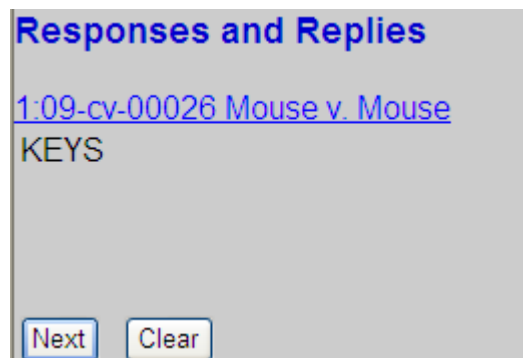
2. Click **Responses and Replies**.



3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



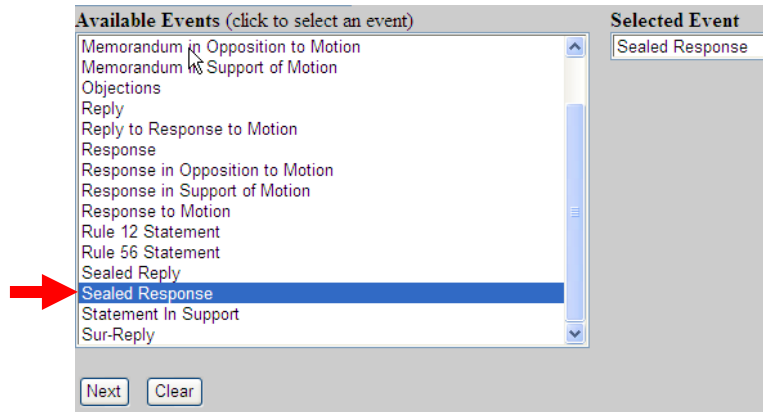
6. Verify that the case title and case number are correct.
  - A. Click **Next** if correct.
  - B. Click **Back** and re-enter if incorrect.



**File a Sealed Response (continued)**

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7. Select **Sealed Response** and click **Next**.



8. Select the party.

9. Click **Next**.

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10. **READ** this notice and then click **Next** and continue filing the document.

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Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You **WILL NOT** have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who **WILL NOT** be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

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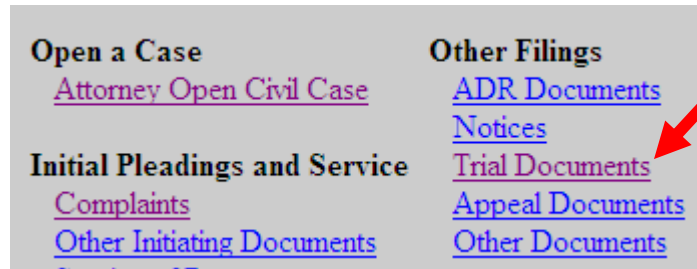
## File a Sealed Exhibit

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1. Click **Civil** on the main menu.



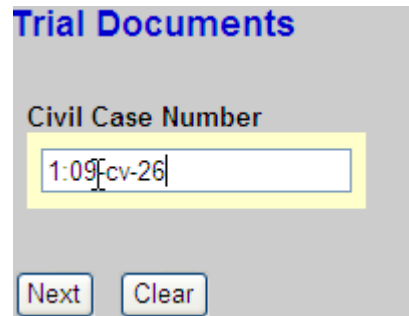
2. Click **Trial Documents**.



3. Enter the case number.

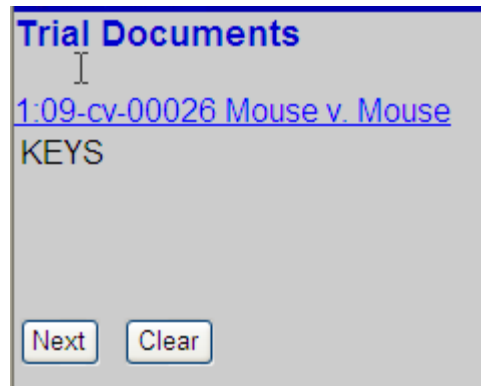
4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

- A. Click **Next** if correct.
- B. Click **Back** and re-enter if incorrect.



## File a Sealed Exhibit (continued)

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7. Select **Sealed Exhibit**.

8. Click **Next**.

The screenshot shows a web interface for filing documents. At the top, it says "Trial Documents" and "1:09-cv-00026 Mouse v. Mouse". Below that is the word "KEYS" and an empty text box. A section titled "Available Events (click to select an event)" contains a list of options: Exhibit, Exhibit List, Proposed Jury Instructions, Proposed Voir Dire, Sealed Exhibit (highlighted in blue with a red arrow pointing to it), Trial Brief, and Witness List. To the right of this list is a "Selected Event" box containing "Sealed Exhibit". At the bottom of the interface are "Next" and "Clear" buttons.

9. **READ** this notice and then click **Next** and continue filing the document.

The screenshot shows a grey box containing the following text: "IMPORTANT: This event is for SEALED documents ONLY." Below this is a paragraph: "Sealed documents can only be filed pursuant to court order as provided for by LR26.2. You WILL NOT have the ability to view the document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who WILL NOT be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means." At the bottom of the box are "Next" and "Clear" buttons.

## File a State Court Record

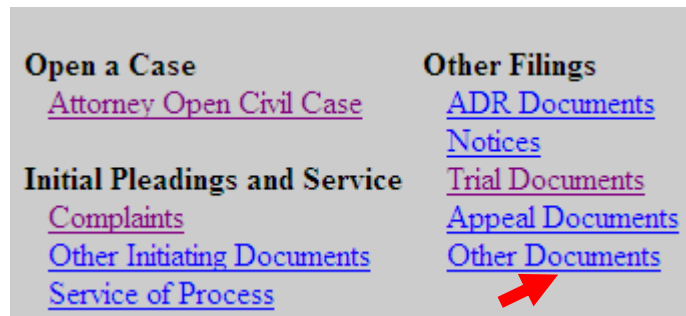
A Notice of Electronic Filing will be sent to opposing counsel. Courts users and case participants only will be able to view the document.

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1. Click **Civil** on the main menu.



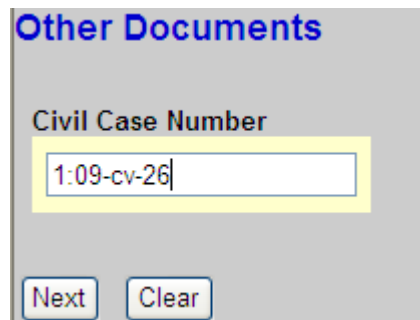
2. Click **Other Documents**.



3. Enter the case number.

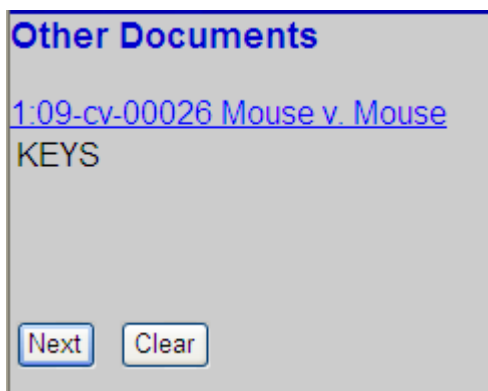
4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

- A. Click **Next** if correct.
- B. Click **Back** and re-enter if incorrect.



## File a State Court Record (continued)

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7. Select **State Court Record**.
8. Click **Next**.
9. Continue filing the document.

The screenshot shows a web interface for filing documents. At the top, it says "Other Documents" and "1:09-cv-00026 Mouse v. Mouse". Below that is a "KEYS" section with an empty input field. The main part of the interface is a list of "Available Events (click to select an event)". The list includes: Petition (NOT Motion), Pretrial Memorandum, Proposed Pretrial Order, Report of Rule 26(f) Planning Meeting, Request for Clerk of Court to Refund Filing Fee, Request for Default, Request for Early Settlement Conference, Response to Order to Show Cause, Restricted Document, Satisfaction of Judgment (Full/Partial), Sealed Document, Settlement Agreement, **State Court Record** (highlighted in blue with a red arrow pointing to it), Statement, and Status Report. To the right of the list is a "Selected Event" field containing "State Court Record". At the bottom of the interface are "Next" and "Clear" buttons.

## File an Administrative Record

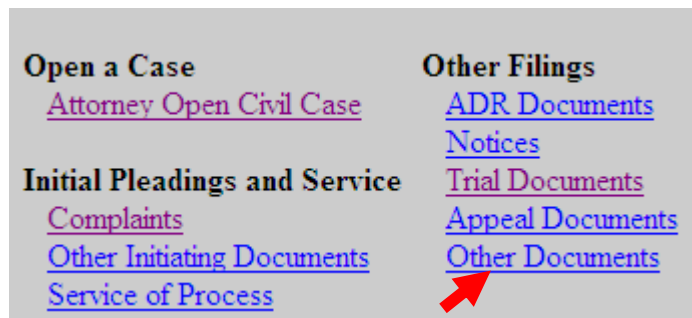
A Notice of Electronic Filing will be sent to opposing counsel. Courts users and case participants only will be able to view the document.

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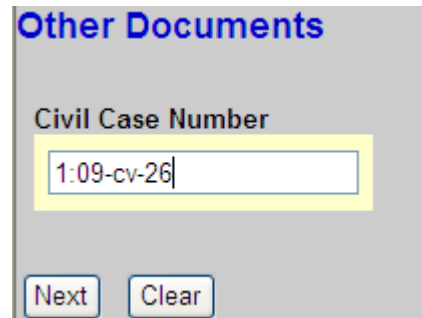
1. Click **Civil** on the main menu.



2. Click **Other Documents**.



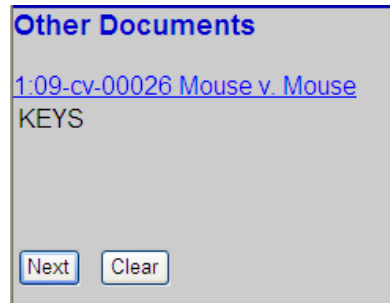
3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



## File an Administrative Record (continued)


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6. Verify that the correct case title and case number are correct.
  - A. Click **Next** if correct.
  - B. Click **Back** and re-enter if incorrect.



The screenshot shows a web form titled "Other Documents". Below the title, the case number "1:09-cv-00026" and case name "Mouse v. Mouse" are displayed. Underneath, the word "KEYS" is visible. At the bottom of the form, there are two buttons: "Next" and "Clear".

7. Select **Administrative Record**.
8. Click **Next**.
9. Continue filing the document.



The screenshot shows the same "Other Documents" form as above, but with an "Available Events" dropdown menu open. A red arrow points to the "Administrative Record" option in the list. The "Selected Event" field on the right now contains "Administrative Record". The list of available events includes: Administrative Record, Affidavit, Amended Document (NOT Motion), Appendix, Bill of Costs, Certificate, and Certificate of Good Standing Request.