

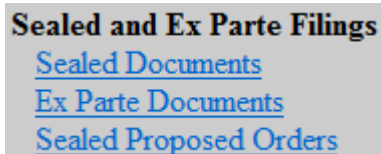
Filing and Viewing Civil Sealed/Ex Parte Documents Submitting Sealed Proposed Orders

Beginning May 1, 2015, attorneys will be required to electronically file sealed and ex parte documents. Attorneys will also be allowed to view most sealed documents in cases in which they are participating that were filed on or after May 1, 2015. Sealed documents filed prior to May 1, 2015 cannot be seen.

With very few exceptions, leave of Court is required to file a sealed document. Once granted, the sealed document must be electronically filed.
See ECF Policies & Procedures Manual, § III(A).

You should include the word “Sealed” in the title of your document and in any proposed order.

Choose from the events under the heading, Sealed and Ex Parte Filings.



There are 7 options for sealed civil filings:
(To view step-by-step instructions for each event, click on the link below.)

- [Sealed Motion](#)
- [Sealed Response](#)
- [Sealed Reply](#)
- [Sealed Document](#)
- [Sealed Exhibit](#)
- [Sealed/Ex Parte Motion](#)
- [Sealed/Ex Parte Document](#)

When a sealed document is filed in a civil case, notice will be sent to any active attorney in the case. The public will be able to view the docket entry only, not the document. All active attorneys in the case will be able to view the document.

Sealed/Ex Parte civil documents will not be available to the public and notice will not be sent to any party. Docket text will appear on the public docket sheet. Only active attorneys in the case will be able to view it.

Filing Ex Parte Documents

Ex parte documents may be filed without leave of Court. However, sealed/ex parte documents require leave of Court.

You should include the word “Ex Parte” in the title of your document and in any proposed order.

There are 2 ex parte options for civil filings:

(To view step-by-step instructions for each event, click on the link below.)

[Ex Parte Motion](#)

[Ex Parte Document](#)

Civil ex parte filings will be available to the public, but notice will not be sent to any party.

Sealed Proposed Orders

If the order you are proposing is to be filed under seal, it should be submitted using the link, Sealed Proposed Orders. This link will guide you through creating a secured email that allows you to upload the proposed order in Word or WordPerfect format.

Do not send sealed proposed orders from your email to the judge's orders email box due to security issues.

Sealed and Ex Parte Filings

[Sealed Documents](#)

[Ex Parte Documents](#)

[Sealed Proposed Orders](#) ←

Application to File Motion Under Seal

Generally in civil cases, this application is not filed under seal. If your application to file under seal is not to be sealed, file it using the regular motions event and select, "Seal Document."

Available Events (click to select events)	Selected Events (click to remove events)
Remand to Agency	Seal Document
Remand to Bankruptcy Court	
Remand to State Court	
Reopen Case	
Return of Property	
Review Taxation of Costs	
Ruling	
Sanctions	
Seal	
Seal Document	
Seal Document/Directing Filing of Redacted Document	
Service by Publication	
Set Aside	
Set Aside Default	
Set Aside Forfeiture	

Viewing Sealed Documents

Sealed documents may only be viewed by using your ECF login and password.

Caution should be taken to keep this document CONFIDENTIAL.

From the Notice of Electronic Filing email:

1. Select the document number.
2. A login screen will appear. Enter your ECF login and password.
(Note: Not the PACER login/password)
3. The document will appear.
4. Save or print the sealed document.

From PACER:

1. Log into OKWD ECF using your ECF login and password.
2. Select Reports>Docket Sheet.
3. A login screen will appear for PACER. Enter your PACER login and password.
4. Select the document you wish to view.
5. The document will appear.
6. Save or print the sealed document.