



EFILING UNDER SEAL

INTRODUCTION

If filer is comfortable with the clerk viewing the sealed pleading, filer can file the document through eFile & Serve.

If filer prefers only the court view the document, filer will need to file by paper.

PROCESS VIA EFSP

- Select applicable Filing Code
- Comments to the Court – Note that the filing is to be Sealed
- Upload document
- Select Security of Confidential

Clerk will change the security to Restricted Confidential, making the document non-visible on the Public Portal.

PROCESS VIA PAPER

- Submit the document(s) to the court in paper format.