

EFILING DOCUMENTS UNDER SEAL IN LASC

In accordance with LASC eFiling procedures, certain steps must be followed to ensure your sensitive documents are not revealed to the public.

Step 1: Electronically file REDACTED versions of the documents only, NOT any under seal documents. This includes the Motion to Seal, Supporting Documents, and the Notice of Lodgment (no exhibits attached).

Step 2: The Notice of Lodgment and a courtesy copy of the electronically filed motion (with confirmation of submission) must be provided with the documents submitted conditionally under seal and delivered directly to the courtroom to which the case is assigned.

Step 3: If and when a judicial officer orders documents to be filed under seal, they may require those documents to be filed electronically. The burden of accurately designating the documents as sealed at the time of electronic submission is the responsibility of the submitting party. Judicial Council form [MC-125](#) must be used for each confidential document submitted.

First Legal recommends you include a note to the clerk that the documents are being filed under seal. Whenever possible, refer to the Order/Minute Order allowing the documents to be filed under seal.

For example, "Per Order dated 5/13/2021, documents are to be eFiled Under Seal. Please process as Under Seal Only".

NOTE: It is possible for the clerk to overlook your note and accidentally file the documents publicly. Always double-check the case documents on the court website to ensure nothing confidential has been posted.

For your reference:

- [California Rules of Court Section 2.551](#) describes the full requirements for filing records under seal, including provisions for electronic filing.
- [LASC Civil eFiling Frequently Asked Questions #6, #67, and #68](#) pertain to eFiling documents under seal.