**DEPARTMENT 23’S PROCEDURES FOR SEALING AND/OR REDACTING**

**POTENTIALLY PROTECTED INFORMATION**

No documents may be submitted to the Court under seal based solely upon the existence of a protective order.

Any sealing or redaction of information must be done by motion.

All motions to seal and/or redact and the potentially protected information must be filed at the clerk’s office front counter during regular business hours.

In accordance with, Administrative Order 19-03, the motion to seal must contain the language “HEARING REQUESTED” on the front page of the motion under the Department number.

Pursuant to SRCR Rule 3(5)(b), redaction is preferred and sealing will be permitted only under the most unusual of circumstances. (A court record shall not be sealed under these rules when reasonable redaction will adequately resolve the issues before the court under subsection 4 above.)

If a motion to seal and/or redact is filed with the potentially protected information, the proposed redacted version of the document with a slip-sheet for any exhibit entitled “Exhibit \*\* Confidential Filed Under Seal” must be attached as an Exhibit.

The potentially protected information in unredacted and unsealed form must be filed at the same time and a hearing on the motion to seal set.  While the motion to seal is pending, the potentially protected information will not be accessible to the public.

If the motion to seal is noncompliant, the motion to seal may be stricken and the potentially protected information unsealed.