



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

Effective 3/10/14

New Process for Submitting Documents for *In Camera* Review

Attorneys will submit documents for *in camera* review electronically using CM/ECF.

- In this way, the Court will be able to more efficiently track documents submitted for *in camera* review.
- The documents are “submitted” for *in camera* review. The entry does not constitute a filing and does not appear on the public docket.

Step	Process
1	Counsel must create cover page for the document clearly indicating “ <i>In Camera</i> Document ”
2	Counsel submits <i>In Camera</i> document using IN CAMERA Document event in CM/ECF.
3	A Notice of Electronic Filing is not sent with this entry. These documents can only be viewed by court staff. Counsel must be served in paper, as appropriate.

Please note: The new process *does not* apply to *in camera* documents submitted for settlement purposes/conferences. *In camera* documents submitted for settlement purposes/conferences will continue to be presented in paper.

If you have any questions, please contact the Help Desk at 1-866-236-5100.

SEALED, RESTRICTED & EX PARTE ORDERS/DOCUMENTS

A Quick Reference Sheet

Definition of Security/Restriction Levels

Sealed – A non-descript Docket Entry (e.g., “Sealed Document”, “Sealed Motion”, “Sealed Order”) appears on public docket advising that a sealed document has been filed, but offering no information to the content of the filing. Through the entry of the Docket Event onto the court docket, selected case participants receive a copy of order/document, but the public will not be able to view the document.

Ex Parte – A non-descript Docket Entry (e.g., “Ex Parte Document”, “Ex Parte Motion”, “Ex Parte Order”) appears on public docket advising that an ex parte document has been filed, but offering no information to the content of the filing. Only the filer can access order/document. Other case participants and the public cannot view the document.

Ex Parte Restricted*** – A Docket Entry does not appear on public docket. Only the filer and Court can access the order/document. There is a skipped number on the public docket. Other case participants and the public cannot view the docket entry or document.

NOTE: In an effort to maximize electronic distribution of orders and documents through CM/ECF, the Court has applied a restriction level to its events so the case participants/counsel registered for ECF are able to receive the order/documents electronically. Temporarily the “PDF Header” applied to the document filed in association with a sealed Docket Event may not match the Docket Event classification of “Sealed”. The correct designation for the document is the designation assigned by the docket event itself (not the PDF header added after filing).

SEALED, RESTRICTED & EX PARTE ORDERS

Type of Order	Does the Docket Entry Show Up on Public Docket?	Who Receives Notification of the Order?	How is the Order Served?
Sealed Order	Yes	All case participants receive notification unless specific directions are included in the Order.	<u>E-Filers:</u> Receive NEF and can view order electronically <u>Pro Se Litigants:</u> Paper
Ex Parte Order	Yes	All case participants receive notification unless specific directions are included in the Order.	<u>E-Filers:</u> Receive NEF, but only the applicable party can view the order electronically. Parties who are not the applicable party cannot view order <u>Pro Se Litigants:</u> Paper
Ex Parte/ Restricted Order***	No	Only the applicable party or parties who are designated in the Order.	<u>E-Filers:</u> Receive NEF and can view order electronically