Procedures for Filing Documents Under Seal in Criminal Cases Pending on Judge Staton's Docket

In lieu of the provisions of Local Criminal Rule 49-1.2(b)(3), parties must follow these procedures.

Where possible, counsel (and pro se litigants) must avoid requesting the sealing of the application to seal, supporting declarations, and proposed order[1] unless those documents also contain information that should be sealed. Overbroad requests to seal applications, declarations, and orders may be summarily denied.

In all instances, the filer must first electronically file a Notice of Manual Filing on the public docket. All documents related to under-seal filings must then be emailed to the CRD at the email address that appears in the footer of this document.[2] **The application to seal and/or supporting declaration(s) must advise the Court whether the opposing party objects to proposed under-seal filing.**

Unless there is good cause for filing the entire document under seal, the filer must specifically identify those portions of the document that should be sealed. To do this, the filer must email two versions the document: (1) for the Court's review, a version highlights in yellow those portions of the document that should be sealed, and (2) an unhighlighted version (for under seal filing).

If the application to seal is DENIED, the CRD will delete the emailed PDF file(s). The CRD will not file any document(s) on the public docket.

If the Court GRANTS the application to seal, the CRD will file the relevant document(s) under seal and will email conformed copies of the under-seal filings to the filer. The filer must promptly serve conformed copies of under-seal filings on the other party via email and must, within 24 hours of receiving the conformed copies, electronically file on the public docket proof of such service that includes the information set forth in Local Civil Rule 5-3.1.2.

---

[1] All documents to be filed on the docket must conform with e-filing requirements Local Civil Rules 5-4.3, including, most notably, that they be submitted in text-searchable .pdf format. Proposed orders must also be submitted in editable Microsoft Word format.

[2] Arrangements to file voluminous documents not amenable to email submission, or arrangements to file other media, may be made by emailing the CRD. Mandatory chambers copies of sealed documents are not required unless specifically ordered by the Court.

Procedures for Filing Documents Under Seal in Criminal Cases Pending on Judge Staton's Docket

If ordered to do so, within 3 days of the entry of the Court's Order, the filer must electronically file public redacted versions of any under-seal documents. Redactions must be limited to those portions previously identified for the Court in yellow highlighting.

A NOTE ABOUT DOCUMENTS TO BE REVIEWED *IN CAMERA*

Always use the term "*in camera*" where a document is to be submitted solely for the Court's review. Use of the terms "under seal" and "*ex parte*" must not be used when the term "*in camera*" is more appropriate.

Procedures for *in camera* review are set forth in Local Civil Rule 79-6. Documents submitted *in camera* are not always filed, but when they are, they are almost always filed and maintained under seal. Therefore, *in camera* documents are subject to these procedures. Each document must be conspicuously labeled as "*in camera*" on the first page. Marking them on every page (in the footer) as "*in camera*" is also suggested. The use of red text or highlighting is encouraged.

A NOTE ABOUT UNSEALING DOCUMENTS

In all instances, sealed documents are subject to unsealing at a later date when the relevant legal standards so require.

PAPER COPIES AND MANDATORY CHAMBERS COPIES ARE NOT REQUIRED

Notwithstanding Local Criminal Rule 49-1.2(b)(3) and Local Civil Rule 5-4.5, and in the absence of a case-specific order to the contrary, the parties need not submit paper copies of any documents to be filed under seal (or of any accompanying applications and declarations). Mandatory chambers copies need not be provided.

JLS_Chambers@cacd.uscourts.gov
https://apps.cacd.uscourts.gov/Jps/honorable-josephine-l-staton

(updated February 18, 2026)