PILOT PROGRAM - INSTRUCTIONS TO ATTORNEYS
***PROCEDURES FOR FILING UNDER SEAL DOCUMENTS*.**

REQUEST TO SEAL DOCUMENTS ONLY, NOT THE APPLICATION AND ORDER.

Electronically file the application to seal with proof of service. Counsel are required to comply with Local Rule 5-4.4.1 and attach the proposed order to the application.

PROPOSED ORDER MUST CONTAIN THE FOLLOWING LANGUAGE FOR THE COURT'S USE IF THE UNDER SEAL FILING IS REJECTED:

1. Counsel shall publicly file the document(s). (For use if the party wants the Court to consider the document(s).)

2. Counsel shall file redacted versions of the documents on the docket. The Court will consider the unredacted mandatory paper chambers copy.

REJECTED DOCUMENTS WILL BE DESTROYED UNLESS COUNSEL CONTACTS THE CLERK WITHIN FIVE (5) DAYS TO RETRIEVE THE DOCUMENTS.

Once the documents have been electronically filed, send an email to the Chambers' email at AH_Chambers@cacd.uscourts.gov. Counsel are reminded to comply with Local Rule 5-4.4.2 by submitting the PDF version of the application and declaration, along with proof of service, and a Word version of the proposed order (with the language set forth above). Included with this email must be the Adobe PDF version of the document(s) to be filed under seal with a caption page clearly marked "UNDER SEAL." NOTE: The subject line of the email should have the case number, plus the words "UNDER SEAL REQUEST."

A mandatory paper Chambers Copy of the documents listed above (together in one envelope) must be delivered to Judge Hwang's mailbox outside the Clerk's Office on the fourth floor of the Felicitas and Gonzalo Mendez United States Courthouse by noon the following day.

***REQUEST TO SEAL THE APPLICATION, ORDER, AND DOCUMENT(S)*:**

Electronically file a NOTICE OF MANUAL FILING.

Send an email to the Chambers' email at AH_Chambers@cacd.uscourts.gov, which contains the PDF version of the application to seal, the Notice of Manual Filing, the Word version of the proposed order (with the language set forth above), and an Adobe PDF of the document(s) to be filed under seal with a caption page, clearly marked "UNDER SEAL." The subject line of the email should have the case number, plus the words "UNDER SEAL REQUEST."

Please note: The title of the pleading will be placed on the public docket entry. For example: "Declaration of John Doe, Exhibit A." If approved, the document itself will be sealed and not viewable by the public, but the entry (title) will be viewable.