



UNITED STATES DISTRICT COURT
Southern District of Indiana

Laura A. Briggs, Clerk of Court

Instructions for filing a Motion for Leave to File Restricted Access Document:

- (1) **VERY IMPORTANT:** Call the Clerk's Office at 317-229-3700 and ask to speak with either the Indianapolis Operations Manager (Nancy Rassbach) or the Divisional Operations Manager (Rebekah Farrington). Advise the Operations Manager that you intend to file a document in your case that you wish to be restricted from the public and from interested parties, and that you intend to file a "Motion for Leave to File Restricted Access Document." Advise the Operations Manager that access to the case must be reset in CM/ECF accordingly.
- (2) File the "Motion for Leave to File Restricted Access Document" using the "Motion - Motion for Leave to File" event. (This document will be publicly available.)
- (3) File a proposed Order as an attachment. (This document will be publicly available).
- (4) File the document for which the restriction is being sought using the "[SEALED DOCUMENT]" event. (This document will be accessible only to parties that have been granted sealed access to the case under (1), above.)