



eFiling Under Seal

v1 October 2023

Table of Contents

Introduction:	1
Process via OFS:	1
Process via Paper:	1

Introduction:

*If filer is comfortable with the clerk viewing the sealed pleading, filer can file the document through File & Serve.
If filer prefers only the court view the document, filer will need to file by paper.*

Process via OFS:

- Select applicable Filing Code
- Comments to the Court – Note that the filing is to be Sealed
- Upload document
- Select Security of Confidential

Clerk will change the security to Restricted Confidential, making the document non-visible on the Public Portal

Process via Paper:

- Submit the document(s) to the court in paper format