

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA  
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In Re:

Administrative Order 2020-01

Amendment of Section (A)(4) of  
Local Rule 5005-1

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The Court, having been advised by the Clerk of Court that electronic filing of sealed documents is now available under this Court's CM/ECF program, has determined that amendment to Local Rule 5005-1 is necessary to implement requirements for mandatory e-filing of sealed documents by registered users with full filing privileges.

Accordingly, it is **ORDERED** as follows:

- (1) All sealed documents filed on or after **February 1, 2020**, will be maintained in the court's electronic case management system CM/ECF. Sealed documents filed prior to February 1, 2020, will remain in paper format pending final disposition as referenced in Interim Local Rule 5005-1(A)(4)(d), and
- (2) Local Rule 5005-1 is amended in section (A)(4) by substituting the following as Interim Local Rule 5005-1(A)(4):

**(4) Sealed Records.**

- a. General.** Documents filed with the court shall be sealed only upon order of the court. Requests to seal documents shall be filed electronically by registered CM/ECF users with full filing privileges and conventionally by all other filers, including registered CM/ECF users with limited electronic filing privileges.
- b. Local Form Cover Sheet Required.** The Local Form "Cover Sheet to Accompany Items Conventionally Submitted for Sealing or In Camera Review" shall accompany any conventionally filed motion and/or sealed document.
- c. Manner of Submission of Motions to Seal and Sealed Documents.** A Motion to seal and/or a sealed document may be filed with the court as:
  - (i)** an unsealed motion and a sealed document; or
  - (ii)** a sealed motion accompanied by the sealed document; or

(iii) *a sealed document being filed pursuant to a prior court order authorizing the document to be filed as sealed. If conventionally filed, a copy of the order authorizing sealing must also accompany the sealed document (unless order is sealed).*

d. ***Disposition of Sealed Documents upon Case Closing.*** *Upon administrative closing of a case containing sealed documents, and absent a prior order of the court directing the clerk as to the length of time during which the records shall remain sealed, the court will issue an order setting a deadline for the document(s) to be unsealed unless prior to the deadline, the party filer files a motion requesting that the document(s) be returned or deleted from the court's electronic case management system. If no timely requests are filed, the document(s) will be unsealed.*

- (3) The Local Form "Cover Sheet to Accompany Items Conventionally Submitted for Sealing or In Camera Review" shall be amended in accordance with amended Interim Local Rule 5005-1(A)(4), and
- (4) The Clerk is directed to provide notice of entry of this Order and to update the Local Rules as published by this court to reflect amended Interim Local Rule 5005-1.

**ORDERED** in the Southern District of Florida, this 31 day of January, 2020.



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Laurel Myerson Isicoff  
Chief United States Bankruptcy Judge

c: All SD Bankruptcy Judges  
Clerk of Court