

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA**
www.flsb.uscourts.gov

**COVER SHEET TO ACCOMPANY ITEMS SUBMITTED FOR
SEALING OR IN CAMERA REVIEW**

Instructions: Items I through III must be completed by party submitting item for sealing or review. See Local Rule 5003-1(C)

I. CASE INFORMATION:

Name of Case/Adversary Proceeding _____

Case/Adversary # _____ Chapter _____

II. FILING INFORMATION:

Name of Filing Party: _____

Address of Filing Party: _____

Phone # of Filing Party: _____

Filed on behalf of: _____

III. TYPE OF SUBMISSION: Submitted to: judge clerk's office intake

sealed document and ___ sealed ___ unsealed motion to seal dated _____.

[If request is filed sealed, a notice of filing request to seal or conduct in camera review should accompany the sealed item.]

or

sealed item pursuant to court order entered on _____.

[Attach notice of filing sealed item and a copy of order directing sealing (unless order is sealed also).]

IV. DISPOSITION: (To be completed by court or clerk's office staff)

1. ID number assigned upon receipt: _____

2. Action by Judge:

Request to file as "sealed" has been granted by order dated _____.
[attached]

Additional Instructions for clerk's office (not contained in order):

seal motion/request and order (entries will only read "SEALED")

transcripts of proceedings relating to matters under seal including transcripts of hearing, if any, at which request to file pleadings or other papers under seal is made.

final disposition instructions

unseal only pursuant to court order

unseal at closing absent other disposition

other instructions: _____

Request to file as "sealed" has been denied by order.

File request, order, item as unsealed

return item to filer - docket request, order as sealed unsealed

other: _____

3. Court Paper Number Assigned: motion _____ order _____ sealed item _____