

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA**

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**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 5005-1(A)(4).

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. Docket Entry Number Assigned: motion _____ order _____ sealed item _____