

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF UTAH**

**CHECKLIST FOR FILING DOCUMENTS  
UNDER SEAL**

**HAVE YOU:**

- Placed your document in an unfolded envelope with a copy of the cover page of the document affixed to the outside of the envelope.
- Placed a notation on the coverpage affixed to the outside of the envelope that the document is “SEALED.”
- Prepared a separate envelope and copy for the Judge as noted above.
- Differentiated the envelopes as to “original” and/or “copy”.
- Used no staples or tabs in the “original” document.

***No document may be sealed unless accompanied by an order sealing the document, it is being filed in a case already under seal or it contains material under a protective order (if under an existing protective order, coverpage & document should be clearly marked: “CONFIDENTIAL, SUBJECT TO A COURT PROTECTIVE ORDER”).***

***Unless otherwise ordered, the clerk will provide access to a sealed case or document only on court order.***