



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK**

**NOTICE: CHANGE OF PROCEDURES RELATED TO  
FILING SEALED DOCUMENTS IN CRIMINAL MATTERS  
Effective Date: August 6, 2025**

**The EDNY will no longer accept sealed documents in CM/ECF in criminal matters. This includes CR, MJ, and MC case designations. Any filer wishing to file sealed documents must follow the new procedure set forth below.**

**Sealed Documents Filed on Non-Sealed Cases (Public Dockets)**

1. The filer must first make the entry in CM/ECF as they would normally do.
  - a. If the document and the entry should be sealed, select *1 – Sealed Document Entry AND Document to be used ONLY in conjunction with other selection*.
  - b. If the entry does not have to be sealed, select *1-Sealed Document – to be used ONLY in conjunction with other selection*.
  - c. Select the appropriate docket event.

**\*\*Remember, the filer needs permission from the Court to file a document under seal. The completed Sealing Cover Sheet serves as this application.**

2. While you docket the entry, attach the Sealing Cover Sheet in CM/ECF. This will generate a document number. DO NOT attach the sealed document.
  - a. Once you complete the docket entry, place the document number in the lower right-hand corner of the sealed document. You may do this by hand or by adding the number in Acrobat.
3. Go to the Court's public web site at [www.nyed.uscourts.gov/XXXXXX](http://www.nyed.uscourts.gov/XXXXXX) and select the link that states **Submitting Sealed Documents to the Court**.
4. The first time you access the **Submitting Sealed Documents to the Court** portal, you will be asked to create an account which will give you a Username and Password.
5. Once you have a Username and Password, you will be able to upload the document.
  - a. Select the Judge, Case Number, Document Number, and Defendant Number.
  - b. Attach the sealed document by selecting Browse. Multiple files can be selected in the same folder by using CTRL or Shift. You can see what files are selected by hovering your mouse over the "# files".
    - i. Include the completed Sealing Cover Sheet. This is the application to file the document under seal.
  - c. The filer will receive a confirmation email stating that the document has been received by the Court and indicating the date and time that the document was uploaded.
  - d. The Judge will now have access to the sealed document.

**Sealed Documents Filed on Totally Sealed Defendants (Non-Public Dockets)**

1. Since the defendant's case is totally sealed, you will not be permitted to make a docket entry in CM/ECF, so go directly to the Court's public web site at [www.nyed.uscourts.gov/XXXXXX](http://www.nyed.uscourts.gov/XXXXXX) and select the link that says **Submitting Sealed Documents to the Court**.
2. The first time you access the **Submitting Sealed Documents to the Court** portal, you will be asked to create an account which will give you a Username and Password.
3. Once you have a Username and Password, you will be able to upload the document.
  - a. Select the Judge, Case Number, and Defendant Number. You will not have a document number since you did not make a docket entry, so place a **0** in that box.
  - b. Attach the sealed document by selecting Browse. Multiple files can be selected in the same folder by using CTRL or Shift. You can see what files are selected by hovering your mouse over the "# files".
    - i. Include the completed Sealing Cover Sheet. This is the application to file the document under seal.
  - c. The filer will receive a confirmation email stating that the document has been received by the Court and indicating the date and time that the document was uploaded.
  - d. The Judge will now have access to the sealed document.

Dated: August 5, 2025  
Brooklyn, New York

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Brenna B. Mahoney  
Clerk of Court  
United States District Court  
Eastern District of New York