

Procedures for Presenting Criminal Documents Electronically for Sealing

A. When the Application Requesting Sealing and Order Sealing are NOT Under Seal.....

The filer will electronically file the Application and attach the Proposed Order to the Application in the normal e-filing procedure. The filer will deliver the following documents to the Intake Window: one conformed copy of the application, one copy of the proposed order, and one copy of the proposed under seal document. (These are the Court’s Mandatory Chambers Copies) NO envelopes are used. The Intake Clerk will put the red sheet of paper (under seal filing) on top of the papers and put the stack into the Judge’s box at Intake. The Intake Clerk will not stamp or review the papers. The red paper is a visual reminder that these are under seal documents since the envelopes are no longer being used.

The filer must email the judge’s chambers email account (JVS_Chambers@cacd.uscourts.gov) with the PDF of the application, PDF of the proposed under seal document, and Word/WordPerfect version of the proposed order. The emailed documents and Mandatory Chambers (hard copies) are due to the Court by 12 noon the day after the e-filing of the Notice of Manual Filing. ALWAYS deliver the Mandatory Chambers Copies of Under Seal Documents to the Intake Section of the Clerk’s Office in Santa Ana, DO NOT deliver Mandatory Chambers Copies of Under Seal Documents to Judge Selna’s Drop Box in the 10th Floor.

After the Court rules on the application, the Courtroom Deputy Clerk will e-mail conformed copies of the necessary documents to the filer. The filer is required to serve copies of the conformed under seal documents on all other parties, as necessary, and file a proof of service within 24 hours of the Clerk returning the conformed copies of the documents.

B. When the Application Requesting Sealing and the Order Sealing ARE Under Seal.....

The filer delivers the following documents to the Intake Window: one copy of the application, one copy of the proposed order, one copy of the proposed under seal document, and the Notice of Manual Filing. (These are the Court’s Mandatory

Chambers Copies) NO envelopes are used. The Intake Clerk will put the red sheet of paper (under seal filing) on top of the papers and put the stack into the Judge's box at Intake. The Intake Clerk will not stamp or review the papers. The red paper is a visual reminder that these are under seal documents since the envelopes are no longer being used.

FYI.... For Criminal cases, the title of each document as shown on the face page will become the title of the document for docketing purposes.

The filer must email the judge's chambers email account (JVS_Chambers@cacd.uscourts.gov) with the PDF of the application, PDF of the proposed under seal document, and Word/WordPerfect version of the proposed order. The emailed documents and Mandatory Chambers (hard copies) are due to the Court by 12 noon the day after the e-filing of the Notice of Manual Filing. ALWAYS deliver the Mandatory Chambers Copies of Under Seal Documents to the Intake Section of the Clerk's Office in Santa Ana, DO NOT deliver Mandatory Chambers Copies of Under Seal Documents to Judge Selna's Drop Box in the 10th Floor.

After the Court rules on the application, the Courtroom Deputy Clerk will e-mail conformed copies of the documents to the filer. The filer is required to serve copies of the conformed under seal documents on all other parties, as necessary, and file a proof of service within 24 hours of the Clerk returning the conformed copies of the documents.

C. When the ENTIRE Case is Under Seal.....

The filer delivers a copy of each document, with the applicable proof of service, to be filed in the action to the Intake Window. No Notice of Manual Filing is required because you are not able to e-file in a sealed action. (These are the Court's Mandatory Chambers Copies) NO envelopes are used. The Intake Clerk will put the red sheet of paper (under seal filing) on top of the papers and put the stack into the Judge's box at Intake. The Intake Clerk will not stamp or review the papers. The red paper is a visual reminder that these are under seal documents since the envelopes are no longer being used.

The filer must email the judge's chambers email account (JVS_Chambers@cacd.uscourts.gov) with the PDF of the documents submitted for filing in the under seal action. ALWAYS deliver the Mandatory Chambers Copies of Under Seal Documents to the Intake Section of the Clerk's Office in

Santa Ana, DO NOT deliver Mandatory Chambers Copies of Under Seal Documents to Judge Selna's Drop Box in the 10th Floor.