

THE COURTS

Title 255—LOCAL COURT RULES

CHESTER COUNTY

Prothonotary Filing under Seal; Administrative Order No. 13-2018; 2018-0100R-CM

And Now, this 5th day of December, 2018, the following filing procedure is adopted for filing documents under seal:

I. A separate Court Order is required to seal information not covered by the definition of “Confidential Information” and/or “Confidential Documents/Exhibits” under the United Judicial System’s Public Access Policy.¹

II. If requesting the Court to enter an Order sealing information, the filer should file a Motion to File Under Seal with the Prothonotary’s Office. The Motion to File Under Seal must be filed consistent with the motion procedures set forth in the Pennsylvania Rules of Civil Procedure and the Chester County Local Rules.

¹ See <http://www.pacourts.us/assets/files/page-1090/file-7031.pdf>, Section 7, p. 10 and Section 8, p. 13.

A. The filer should not attach to the Motion to File Under Seal the sensitive or private material that is the subject of the Motion. The filer should instead submit the sensitive or private material/filing in a sealed envelope for “in camera” review. The filer should submit a time-stamped copy of the Motion along with the sealed envelope to the assigned Judge.

1.) If the Court approves the Motion to File Under Seal, the filer should submit to the Prothonotary the unedited version to be filed under seal.

2.) If the Court denies the Motion to File Under Seal, the filer should submit to the Prothonotary the unedited version to be filed as a public document.

*It is the responsibility of the filing party to serve the Motion to File Under Seal and any unedited documents submitted to the Court upon all counsel of record and/or unrepresented parties.

By the Court

JACQUELINE CARROLL CODY,
President Judge

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