

**JUDGE BROOKS' POLICY ON FILING
PROTECTIVE ORDERS AND SEALED DOCUMENTS**

When an order of protection is submitted to the Court governing documents designated “confidential” by the parties, the following language should be included:

Any confidential material disclosed in any pleading, motion, deposition transcript, brief, exhibit, or other filing with the Court shall be maintained under seal. To the extent such confidential filing is capable of redaction, the redacted version of the document is to be filed on the public docket, with the unredacted version delivered in hard copy to the Clerk’s Office for filing under seal. The redacted version of a confidential filing may include, when necessary, slip sheets appropriately labeled “UNDER SEAL” to indicate the exhibits or other materials that have been omitted in their entirety from the public filing.

If the above language is included in a protective order entered by the Court, a motion for leave to file confidential documents under seal will not be required. Instead, the parties will be permitted to file confidential documents without further leave of Court, as contemplated by the parties’ protective order. However, in no event will an entire motion or entire brief be filed under seal—without a corresponding redacted version of the motion or brief also filed on the public docket—unless prior leave of Court is sought.