



JENNIFER JOHNSON, CLERK OF COURTS

COMMON PLEAS COURT

General Division
801 Wheeling Avenue, D200
Cambridge, Ohio 43725

EFILING A MOTION REQUESTING A DOCUMENT TO BE FILED UNDER SEAL

REQUIRED DOCUMENTS AND INFORMATION

1. Motion to File a Document under SEAL.
2. Proposed Entry.
3. Document requested to be filed under SEAL.

Logon to eFiling account and eFile all required documents listed above.

- Input the case number.
- Click Create Subsequent Filing

Search eFile Orders Calendar Cases Manage

Create Subsequent Filing Case Number

Select "On Behalf Of"

Add all necessary documents as follows:

1. Document 1

Document Type: MOTION TO FILE DOCUMENTS UNDER SEAL

Upload the Motion

Attachments

Upload Attachment

Choose File No file chosen

PDF (9.8M max file size)

2. Upload the Proposed Order with the Document to be filed UNDER SEAL behind the Proposed Order

3. ADD all additional documents you need to file by selecting the document type for Document 2 and continue as needed.

Proposed Order

Upload Proposed Order

Choose File No file chosen

Word DOC/DOCX, PDF (9.8M max file size)
Supplemental File Types: PDF, DOC, DOCX

Once all documents have been added to the case, scroll to bottom of the page –

Click **Continue with Filing Button**

Save Continue with Filing



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NOTE: The Proposed Order and the Document to be filed UNDER SEAL are not available for Public Viewing. The clerk will place the requested document in a Sealed Envelope and forward it to the Court with the Motion and Proposed Order.

GRANTED, the Clerk will timestamp the sealed document, add to the court docket and scan **“UNDER SEAL”**. The public will know it was filed but will not be able to view the document.
A court order will be required for viewing the document.

NOT GRANTED, the Clerk will SHRED the document in the sealed envelope.
The party may file the document without being under SEAL if they choose.