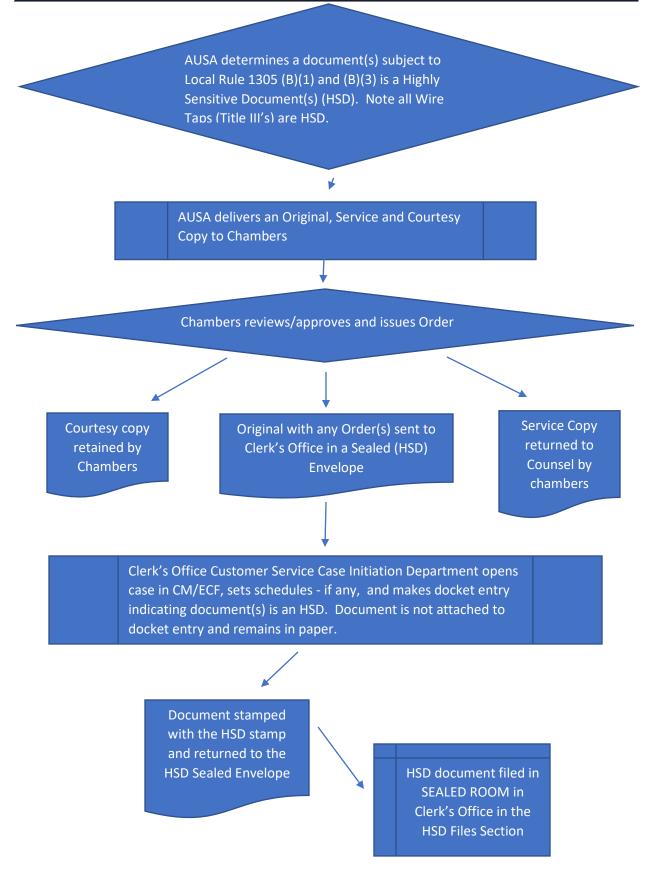
Flow Chart - HIGHLY SENSITIVE DOCUMENTS: Criminal Investigation Matters



Flow Chart - HIGHLY SENSITIVE DOCUMENTS: Criminal & Civil Cases

Motion by Counsel to Declare Document as HSD with Proposed HSD Documents Attached

Attorney submits a Motion with the Proposed HSD Document Attached

- original and two copies in paper
- by U.S. Mail or Clerk's Office Dropbox

Judge determines if the Motion to Declare the document as HSD is GRANTED or DENIED.

If the motion is GRANTED, docket entry made using Sealed Motion Event re: HSD. Document is not attached to docket entry and remains in paper. If the motion is DENIED, the judge will make a determination if the document is to be filed in CM/ECF as a SEALED document or returned to Counsel.

Document stamped with the HSD stamp and returned to the HSD Sealed Envelope.

HSD document filed in SEALED ROOM in Clerk's Office in the HSD Files Section.