



**United States District Court
Southern District Of New York
Office of the Clerk of Court**

Ruby Krajick
Clerk of Court

Checklist for Filing New Matters with a Sealing Application during COVID-19 via Court Drop Box

- ✓ Review the sealed filing instructions on the court's website
<https://nysd.uscourts.gov/programs/records/sealed>
- ✓ Specify what you are requesting to be filed under seal (i.e., the entire case or only certain documents) in your application and cover letter.
 - NOTE: A case sealed in its entirety will not be available for any electronic filing or viewing via PACER/ECF until such time a judge orders the case to be unsealed.
- ✓ Include the appropriate filing fee: New Civil Case: \$400; new miscellaneous cases: \$47. Payment must be by firm check, personal check of an attorney admitted to the SDNY bar, cashier's check, or money order, payable to the **Clerk of Court – SDNY**.
- ✓ Include extra copies and a self-addressed stamp-enveloped (or Fedex/UPS with your account information) to receive a copy of the signed order granting the sealing, and any other documents you will need returned with the stamped case number (e.g., summons).
- ✓ Timestamp the first page of each document being filed to preserve your filing date. The timestamp machine is adjacent to the drop box for filing. Documents will not be file-stamped by the Clerk's Office.
- ✓ Address your envelope to the **Clerk of Court**. DO NOT address the envelope to the Part I judge.
- ✓ File your documents via the drop box/night depository at the Worth Street entrance of 500 Pearl Street (for Manhattan filings). For White Plains filings, the drop box is located near court security and is available during the hours of 8:30 a.m.-4:00 p.m.
 - NOTE: DO NOT deposit your documents in the mail bin for courtesy copies to the judge.
- ✓ Call the Clerk's Office AFTER the documents have been deposited in the drop box at (212) 805-0140 for Manhattan or (914) 390-4100 for White Plains. The Clerk's Office is operating from 8:30 a.m. to 4:00 p.m., Monday through Friday, due to the COVID-19 pandemic. Documents filed after business hours will be retrieved from the drop box the next business morning.