

1 [Firm Name]
[Firm Address]
2 [Firm Phone Number]
[Firm Fax]
3 [Firm Email]
[Attorney Name and Bar Number]
4 Attorney for Plaintiff(s)/Defendant(s)

5 [Trial Court System], [County]

6 **[Plaintiff Name(s)],**
7 Plaintiff(s),
8 v.
9 **[Defendant(s)],**
10 Defendant(s).

Case No.
**REQUEST TO CLERK TO DISALLOW
PUBLIC ACCESS TO A DOCUMENT
PENDING JUDICIAL REVIEW**
Assigned to the Hon. [Judge]

13 **TO THE CLERK OF THE COURT:**

14 Pursuant to [local civil rule], [identification of requesting party] hereby requests the Clerk
15 of the Court to disallow public access to the following document(s) filed in this case:
16 [identification of document by title, date and docket number]

17 The basis for this request is that a [Motion to File Document(s) Under Seal/Stipulation
18 and Request for Court Order Authorizing Document(s) to be Filed Under Seal], filed on
[date of filing] by [name of submitting party or person], is pending before the Court,
19 which asks the Court to enter an order authorizing the above-identified document(s) to be
20 filed under seal.

21 A copy of the document(s) that is the subject of the request to seal has been lodged with
22 the Court pursuant to [local civil rule]. As provided in [local civil rule], on receipt of this
23 request the Clerk of the Court must disallow public access to the document identified
above until the Court rules on the pending request to seal.

24 Dated this [Day] of [Month], [Year].

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By _____
[Attorney]
[Firm Name]
[Firm Address]
Attorney for Plaintiff(s)/Defendant(s)

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On [Date], undersigned:
[Filed/E-filed] the original;
[Mailed/Emailed/Hand Delivered] a
copy to:
• [Opposing party's Counsel]
[Address]

/s/[Attorney]
