

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 RETAIN
LODGED DOCUMENT FOR
APPELLATE 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 retain the copy of the document lodged with the Court that is the subject of
16 the [Motion/Stipulation] filed [date of filing] and the Court's Order [description of order
17 denying sealing], to permit appellate review of the Court's Order.

18
19 As provided in [local civil rule], on receipt of this request the Clerk of the Court must
20 maintain the lodged document under seal until this request is withdrawn or the time for
21 appeal expires, or until such other time as may be ordered by the superior court or the
22 appellate court.

23
24
25 Dated this [Day] of [Month], [Year].

26
27 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 Counsel]
[Address]

/s/[Attorney]
