

**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT**  
**QUICK REFERENCE GUIDE | SEALING AND REDACTION**

**Sealing in general.** Tenth Circuit Rule 25.6 sets forth the requirements for sealing materials in this court.

- Scrupulous compliance with Rule 25.6 is a prerequisite to the court’s consideration of a sealing request.
- Redaction is preferable to filing an entire document under seal. Unless redaction is impracticable, the party seeking to protect sensitive information shall publicly file a redacted version of the document concurrently with a motion to seal the unredacted version of the document.
- Redaction of sensitive/private information in appeals before this court is governed by Federal Rule of Appellate Procedure 25(a)(5), Tenth Circuit Rule 25.5, and the rules referenced therein.
- Any party who seeks to file any document under seal in this court must overcome a presumption in favor of access to judicial records. *See Eugene S. v. Horizon Blue Cross Blue Shield of New Jersey*, 663 F.3d 1124, 1135 (10th Cir. 2011). The presumption in favor of access to judicial records may be overcome only where “countervailing interests heavily outweigh the public interests in access.” *Mann v. Boatright*, 477 F.3d 1140, 1149 (10th Cir. 2007) (internal quotation marks omitted).
- This court is not bound by a district court’s decision to seal documents below. *Williams v. FedEx Corporate Services*, 849 F.3d 889, 905 (10th Cir. 2017) (citing *Colony Ins. Co. v. Burke*, 698 F.3d 1222, 1241 (10th Cir. 2012)). A motion to seal stating only that the materials at issue were sealed in the underlying district court proceedings is insufficient.
- Sealing requests must be narrowly tailored to documents (or parts of documents) containing sensitive information identified with specificity. *See Williams*, 849 F.3d at 905. The court routinely denies overbroad sealing requests. *See id.*

**Sealed materials in a record on appeal** are addressed in Tenth Circuit Rule 11.3.

The court’s [Transcript Access Policy](#) governs access to transcripts contained in records on appeal.

**Sealed materials in an electronic appendix** are governed by Tenth Circuit Rule 30.1(D)(6). Sealed materials must be placed in a separate sealed appendix volume even when doing so separates documents filed together (e.g., exhibits to a motion) in the district court.

**Additional resources for submitting sealed materials via CM/ECF** are listed below.

- [Dealing With Sealed Materials in ECF](#)
- [CM/ECF Attorney FAQ](#) (Paragraph 13)
- [CM/ECF User’s Manual](#)
  - Section II.H – Filing Sealed Documents (Including Filing a Motion to Seal)
  - Section II.L – Public Access, Privacy Protection and Redactions (Access to Sealed Cases, Sealed Filings, Immigration Cases, and Social Security Cases)
  - Section III.F – Sealed Briefs
  - Section III.G – Appendices
  - Section III.I – Sealed Materials Other Than Briefs
  - Section V – Other Hints and Tips: Things Every ECF Filer Will Want to Know