

**UNITED STATES COURT OF APPEALS
FOR THE NINTH CIRCUIT**

INSTRUCTIONS for Form 19. Notice of Sealing

- Use Form 19 **only if sealing is required by a statute or procedural rule.** *See* Circuit Rule 27-13(d) and (g).
- If the document/set of documents/case is **not** required to be sealed by a statute or procedural rule, you must file a motion to seal pursuant to Circuit Rule 27-13(e) or a notice of intent to unseal (Form 20) pursuant to Circuit Rule 27-13(f).
- A notice of sealing is **not** required to file a presentence report and/or any sealed sentencing memoranda.

To file Form 19 electronically under Circuit Rule 27-13(d), use the electronic document filing type “Notice of Filing Document Under Seal and Submit Sealed Document.” Use Form 15 for your certificate of service.

To file Form 19 electronically under Circuit Rule 27-13(g), use the electronic document filing type “Notice to Maintain Under Seal.” Use Form 15 for your certificate of service.

How to prepare fill-in forms for filing:

- If you have Adobe Acrobat or another tool that lets you save completed forms:
 1. Complete the form.
 2. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).
- If you do not have Adobe Acrobat or another tool that lets you save completed forms:
 1. Complete the form.
 2. Print the completed form to your printer.
 3. Scan the completed form to a PDF file.

Do not file this instruction page