

WESTERN DISTRICT OF MICHIGAN
LOCAL CIVIL RULE 10.5
(Effective January 2, 2011)

10.5 Ex parte submissions

- (a) Filing of ex parte submissions - If the law allows a party to submit a pleading or other paper *ex parte*, the party may file the document with the Clerk without serving a copy on any other party. The document shall be properly identified on its face as *Ex Parte*. A registered attorney must submit any *ex parte* filing electronically by use of the appropriate CM/ECF event. An NEF will be generated for the *ex parte* document and will be transmitted to all parties. Unless modified by the filer, the NEF and docket entry will identify the document only as "*Ex Parte Document*" or "*Ex Parte Motion*."
- (b) Access to ex parte filings - The docket entry and the NEF for any *ex parte* filing will be available for public viewing. Unless the Court specifically orders otherwise, access to *ex parte* documents will be available only to the party submitting the filing (or that party's registered attorneys) and to the personnel of this Court and the Court of Appeals, but not to the public or any other party.
- (c) Filings by the Court -The court may issue restricted access orders in response to *ex parte* filings. Access to these orders will be restricted to the moving party, the personnel of this Court and the Court of Appeals. The docket entry and the NEF for any restricted access order will be identified as such and available for public viewing.
- (d) Sealed Cases - If an entire case has been sealed, either by order or by operation of statute, then neither the *ex parte* submission nor any docket entry relating thereto will be available for public viewing, until such time as the Court orders otherwise.