

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

**STANDING ORDER GOVERNING ADMINISTRATIVE MOTIONS
TO FILE MATERIALS UNDER SEAL BEFORE
DISTRICT JUDGE JON S. TIGAR**

In addition to the information required by Civil Local Rule 79-5, administrative motions to file materials under seal must contain the following information:

1. A statement that the filing party has reviewed and complied with this order.
2. A statement that the filing party has reviewed and complied with Civil Local Rule 79-5, including the requirement to file separate motions if a party seeks to file under seal a document containing “portions that more than one party bears the burden of showing is sealable.” Civil L.R. 79-5(f)(5).

The motion or statement in support of sealing must identify the applicable legal standard (i.e., compelling reasons or good cause), explain why that standard applies, and articulate, with evidentiary support where necessary, why the materials to be sealed satisfy that standard. *See* Civil L.R. 79-5(c)(1)–(2). “Reference to a stipulation or protective order that allows a party to designate certain documents as confidential is not sufficient to establish that a document, or portions thereof, are sealable.” Civil L.R. 79-5(c). Conclusory references to “competitive harm” without explanation are also almost always insufficient justification for sealing.

If a Designating Party seeks less extensive sealing than a motion filed under Civil Local Rule 79-5(f), that party must file revised redacted and unredacted versions of the documents sought to be sealed, as well as a revised proposed order.

Unredacted versions of all documents sought to be partially filed under seal “must highlight the portions for which sealing is sought.” Civil L.R. 79-5(e)(2). If the document contains information sought to be sealed by multiple parties, a different color highlighting should be used to indicate the material designated by each party.

Proposed orders must identify the appropriate legal standard, be “narrowly tailored to seal only the sealable material,” and “list[] in table format each document or portion thereof that is sought to be sealed.” Civil L.R. 79-5(c)(3). Tables must include a column for the Court’s ruling as to each document. Electronic copies of proposed orders must be sent in Word format to jstpo@cand.uscourts.gov.

Electronic copies of sealed documents are required when a filed document consists of multiple parts and includes more than one part sought to be filed under seal—for example, a declaration with six exhibits, three of which are sought to be filed under seal. Parties must submit a single PDF of the entire document either by (a) following the instructions for Uploading Digital Exhibits available at <https://cand.uscourts.gov/attorneys/attorney-practice-resources>, using the “Chambers Copies ONLY” Case Type, and selecting the “SEALED” dropdown in the box under

“Case Name” or (b) contacting the Courtroom Deputy at jsterd@cand.uscourts.gov to arrange a different method of delivery (e.g., sharing a secured file link).

Each exhibit must be bookmarked, and sealed material or material sought to be filed under seal must be highlighted. Where possible, the PDF must bear the ECF stamp (case number, document number, date, and page number) at the top of each page.

Dated: June 3, 2026



JON S. TIGAR
United States District Judge