

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF TENNESSEE

*Plaintiff's Name,* )  
 )  
 Plaintiff, ) **FILED UNDER SEAL**  
 )  
 vs. ) **Case No. \_\_\_\_\_**  
 )  
*Defendant's Name,* )  
 )  
 Defendant. )

PLACEHOLDER FOR

**Please Use this Placeholder to File Sealed Highly Sensitive Documents  
In Both Civil and Criminal Cases**

**Instructions:**

- 1) **FILE** - File this placeholder in CM-ECF in place of a sealed highly sensitive document ("HSD") using the normal CM-ECF filing event you would use to file a sealed document.
- 2) **PRINT, ATTACH & SEAL**- Print the filed placeholder from CM-ECF as well as a copy of the NEF (Notice of Electronic Filing). Attach both documents to the sealed HSD. Place inside of an envelope marked "SEALED HIGHLY SENSITIVE DOCUMENT." Also include a courtesy copy of all materials for the presiding judge.
- 3) **DELIVER** - Contemporaneously with the filing of the Placeholder Form in CM-ECF, deliver or place in the mail the envelope to the Clerk's Office.