

# Notice Regarding Deactivation of Sealed Document Email Box on January 1, 2023

**Release Date:** *Tuesday, December 6, 2022*

Due to the resumption of in-person activities, the U.S. District Court for the Eastern District of Louisiana will no longer accept sealed documents by email after December 31, 2022. Beginning on January 1, 2023, sealed documents must be hand delivered, with original signatures, to the Intake Unit of the Clerk's office during regular business hours or mailed to the Clerk's Office (Attn: Room C-151, Intake Unit).

The email inbox [sealeddocs@laed.uscourts.gov](mailto:sealeddocs@laed.uscourts.gov) will be deactivated on January 1, 2023, and will not be monitored thereafter.

For any sealed documents submitted by email up until December 31, 2022, filers must still use the encrypted "Send Securely" option in their email, if available. Documents should be in PDF format and include an electronic signature of the filing attorney.

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