



I.R.E.F.S. 7. Sealed and Confidential Documents

Idaho Rules for Electronic Filing and Service

Rule 7: Motions to Redact or Seal and Confidential Documents

(a) Motions to Redact or Seal by Court Order. Motions to redact or seal records under Idaho Court Administrative Rule 32(i) may be filed electronically only as follows:

- (1) The filer must select the Filing Code “Motion to Redact or Seal Newly Filed Records” or “Motion to Redact or Seal Previously Filed Records,” as appropriate, when submitting the motion.
- (2) If the motion requests the redaction or sealing of records that have not previously been filed in the action, the filer must submit those records for review. The records must be submitted as a separate document in the same envelope as the motion or, if necessary due to file size, in multiple envelopes in compliance with Rule 6. The filer must select the Filing Code “Subject Document-Motion to Redact or Seal Newly Filed Records” when submitting the document or documents that are the subject of the motion to redact or seal.
- (3) Filers should be aware that while previously unfiled records that are the subject of a motion to redact or seal and are submitted with that motion will be temporarily sealed as provided in Idaho Court Administrative Rule 32(i)(2), the motion will be publicly accessible.

(b) Confidential Documents. Documents that are filed as attachments and are “confidential” as defined by Rule 2(j), including any document previously ordered sealed by the court, may be filed electronically only as follows:

- (1) The document must be submitted as a separate document in the same envelope as the pleading or motion to which it pertains or, if necessary due to file size, in multiple envelopes in compliance with Rule 6.
- (2) When submitting a confidential document, the filer must select the Filing Code “Confidential Document-IREFS 2(j).” When filed, the document will not be accessible to the public, but will be accessible to court staff and, where applicable, to certain governmental entities as authorized by law, court rule, or court order. The court will verify that documents submitted with this Filing Codes are confidential and, if they are not, the court may make the documents publicly accessible.

(Adopted April 15, 2019, effective July 1, 2019; amended December 18, 2024, effective January 1, 2025)



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