



UNITED STATES DISTRICT COURT

for the

DISTRICT OF MASSACHUSETTS

**Instructions for Submitting Sealed Filings Using
the Electronic Drop Box**

Last Updated

March 29, 2021

Instructions for Submitting Sealed Filings Using the Electronic Drop Box

On May 21, 2020, the U.S. District Court will begin accepting authorized sealed filings electronically using the Electronic Drop Box (“EDB”). Instructions on how to use this are below.

Within twenty-four (24) hours of leave being granted to file sealed documents by order of the Court via CM/ECF, filers will receive instructions by email from the District Court's Clerk's office. The **applicant's name** and **URL** must be an exact match to submit filings.

Sample email:

Subject: Action Required within 24 hours - Electronic Drop Box for the U.S. District Court of Massachusetts

YOU ARE RECEIVING THIS EMAIL BECAUSE YOU HAVE ALREADY SOUGHT AND BEEN GRANTED LEAVE TO FILE A SEALED DOCUMENT OR YOU ARE AN AUSA FILING INITIATING DOCUMENTS AND HAVE INCLUDED A MOTION FOR LEAVE TO SEAL.

Thank you for using the Electronic Drop Box (EDB) for the U.S. District Court for the District of Massachusetts.

The link below will connect you with a secure drop box to be used to file sealed documents you have been granted leave to file. This link should not be reused for any unauthorized filings, unless directed by the court. Your authorized sealed filings must be submitted within twenty-four (24) hours of the receipt of this email, after which the link will be disabled. If you are unable to make the submission within the twenty-four (24) hour period, please contact me directly by replying to this email or at the telephone number below. Service of pleadings filed in the drop box must be performed by the filing party in accordance with L.R. 5.2.

Your filing must be in pdf format. You will receive a confirmation code once you have submitted the sealed filing. Be sure to keep a record of this five-digit confirmation number.

URL for Applicant Joe Attorney is:

https://ecf-test.mad.uscourts.gov/cgi-bin/MAD_bosll.pl/DOC0644C333339D8



When a document is submitted to the EDB for filing, District Court personnel will review the document and, if appropriate, will file the document in the designated case. The date of filing will be the date the document was received in the EDB.

The EDB is for authorized use only. Documents deemed to be unauthorized or contain inappropriate matter may be rejected for filing. If a document submitted to the EDB for filing is rejected, the individual who submitted the document will be notified by email.

If you have any questions about this, or any future filings, please contact me at the number below or contact the CMECF Help Desk at 866-239-6233.

The URL in the email will provide the submission site below to upload PDF documents (**one at a time**) to the U.S. District Court of Massachusetts. **Do not submit multiple documents in a combined PDF or portfolios.** A PDF larger than 50 megabytes will need to be split into separate parts. Submissions must be made to the Clerk's office with twenty-four (24) hours of receipt of the email or if unable to do so, contact the deputy clerk directly by replying to the email or by phone.

Sample submission screen:

United States District Court of Massachusetts

Notice

This is a **Restricted Web Site** for Official Court Business only.

The Clerk of the United States District Court for the District of Massachusetts has implemented this Pro Se Electronic Drop Box ("EDB") for the purpose of permitting authorized self-represented (pro se) individuals to submit documents for filing electronically in civil cases pending before District Judge.

The Court has the right to reject any document submitted to the EDB for filing if the document contains impertinent, malicious, scandalous or profane matter or is not filed for a legitimate purpose. If a document submitted to the EDB for filing is rejected, the individual who submitted the document will be notified by U.S. mail or email.

Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Special Characters that are **not** Allowed: () + ! / : | ~ _ { } []

Case Number:	<input type="text" value="1:20-cv-10000"/>
Submitter's First Name:*	<input type="text" value="Joe"/>
Submitter's Last Name:*	<input type="text" value="Attorney"/>
Phone Number:	<input type="text" value="617-748-9152"/>
Document Description:	<input type="text" value="Memorndum"/>
PDF File:*(Max 50MBs)	<input type="button" value="Choose File"/> Sealed_Drop..._Screen.pdf




* Denotes Required Field

After submitting the document successfully, a confirmation number is provided. Keep a record of the confirmation number. Additional filings can be submitted by clicking the link provided.


Sample confirmation screen and link to submit additional documents:

United States District Court of Massachusetts

Transfer Successful. Confirmation number is 27044. 

Please write the confirmation number down for future reference.

Your document has been accepted for review by the Court. This does not mean the document has been filed with the Court. You may want to call the Court within 48 hours of submission to confirm your document has been filed.

If you have **additional** documents to submit please click [here](#) 

If the submissions are not made within twenty-four (24) hours to the Clerk's office the link will become inactive or if **applicant's name** is not an exact match, you will receive the message below. Please contact the deputy clerk directly by replying to the email or by phone to obtain a new URL.

Sample error screen:

United States District Court of Massachusetts

You are not allowed to submit documents via the Electronic Drop Box for the District Court of Massachusetts.

Your document cannot be processed as submitted. Click the "Back" button to correct the error and resubmit. If you need assistance, please call the Help Desk at (866) 239-6233

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