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| File a Motion to Impound |

Congratulations {{ users }}! You have finished all the forms you need to file a Motion to Impound. Included in the motion packet are your (1) motion to impound, (2) certificate of service, and (3) affidavit{% if other\_parties.number() %}in **{{ users }} v. {{ other\_parties }}**{% endif %}.

## Next steps

1. Look over the forms included, one more time. Make sure everything is correct.
2. **Make {{ nice\_number(other\_parties.number() + 2) }} copies** of the motion packet. Keep one copy for yourself, one to file with the court, and {{ other\_parties.number\_as\_word() }} to deliver to the opposing {{ other\_parties.as\_noun(‘party’) }}.
3. **Deliver a copy** of the Motion to Impound to {{ showifdef('other\_parties') }} or their attorney.
4. Manually fill out and sign the **certificate of service page**.
5. **File this motion** with the court. Delivering the motion in-person to the court for filing is the fastest way to have it filed.
6. When you file the motion, **ask them when a hearing can be scheduled**. Different courts handle impoundment motion hearings in different ways. Some courts may make you have a hearing the same day you file your motion, while other courts may send you a letter scheduling the hearing at a later date.
7. Listen to what the court tells you when you file and read any mail from the court.
8. **Attend the hearing.**

## What happens at the hearing?

1. Get to court on time. If you are not sure where your courtroom is, ask someone to assist you at the courthouse.
2. When your case is called, go up to the front and stand/sit where designated.
3. The judge reads the motion and may ask questions. The judge will probably want to know:
   * More about you, {{ showifdef('other\_parties') }}, and your relationship
   * The {{ impound\_list.as\_noun(‘type’) }} of information you want to impound
   * Why the information should be made private
   * Whether anyone has a public right to know the information
4. Make sure the judge knows all of the information and any specific documents that you want to impound. The court won’t impound any documents unless you ask them to.
5. Tell the judge why you need to impound your {{ impound\_list.true\_values() }}. Tell the judge:
   * The facts you wrote in your motion
   * How those facts are evidence of real danger if your information is known by the opposing party and/or the public
   * Any threats to the safety, privacy, and well-being of you or any children involved
6. At the end of the hearing, the judge may decide to: (1) make an order to grant your motion to impound, (2) make an order to deny your motion to impound, (3) postpone the decision on making the order.

## What happens if the judge grants your motion to impound?

If the judge decides to grant your motion:

1. You will get a copy of the order by mail
2. **Read** the order as soon as you get it. Call the court to fix any mistakes. You may need to go back in front of the judge to get the order corrected.
3. If any contact information is impounded, make sure to **redact** (cover in black ink) all instances of that contact information when filing a document or producing a document in discovery.
4. If any contact information is impounded, anywhere a form asks for the contact information, you should write “Address Impounded” or “Phone Number Impounded”.