

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Court Clerk Name, if known]
Office of the Court Clerk
[Name of Court]
[Court Address]

RE: Case Name: [Insert Case Name]
Case Number: [Insert Case Number]

Dear Court Clerk,

Enclosed for filing please find the following document(s):

- [List specific name of document, e.g., Petition for Custody]
- [List other documents, if applicable]

Pursuant to [Insert State/Local Rule regarding minor privacy, e.g., Rule 1.20 of the Rules of Court], I am submitting these documents with a request that they be filed under seal, or that the specific portions containing minor identifying information be redacted from the public record.

The documents contain sensitive information regarding a minor child, including:
[Check all that apply: Full name, date of birth, social security number, home address, or school information].

I have also enclosed a proposed "Order to Seal" for the Judge's signature, as required by local protocol. Please process these filings in accordance with privacy protections for minors to ensure this sensitive information is not accessible to the general public.

Please return a conformed, date-stamped copy of the first page of each document in the provided self-addressed, stamped envelope.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]