

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

[Date]

[Court Clerk Name]
[Name of Court]
[Court Address]
[City, State, Zip Code]

RE: Request to Seal Records / Protect Sensitive Information

Case Name: [Your Name] v. [Adverse Party Name]

Case Number: [Insert Case Number]

Dear Court Clerk,

I am writing to formally request the sealing of specific documents or the redaction of sensitive information within the aforementioned case file, pursuant to [Insert Local Rule or State Statute regarding Domestic Violence Records].

This request is made in the interest of safety and privacy due to the domestic violence nature of these proceedings. Specifically, I am requesting that the following be restricted from public access:

- [List specific document names, e.g., Petition for Protection Order]
- [Identify specific information, e.g., residential address, workplace location, or children's school details]
- [Mention any exhibits containing medical or forensic evidence]

The disclosure of this information poses a significant risk to my physical safety and the safety of my household. I have attached the required [Motion to Seal / Confidential Information Form] as per court protocol.

Please notify me once these records have been processed and the protections have been applied to the electronic and physical file. Thank you for your assistance in this urgent matter.

Sincerely,

[Your Signature]
[Your Printed Name]