

[Your Name/Attorney Name]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: [Case Name]; Case No. [Insert Case Number]

SUBJECT: INSTRUCTION TO SEAL GRAND JURY TRANSCRIPTS

Dear [Name of Clerk],

Pursuant to [Insert Local Rule or Statutory Authority, e.g., Federal Rule of Criminal Procedure 6(e)], I am submitting the enclosed Grand Jury Transcripts for filing in the above-referenced matter.

Please follow these specific instructions regarding the handling of these documents:

- **SEALED FILING:** These documents are to be filed under seal and are not to be made part of the public record.
- **RESTRICTED ACCESS:** Access to these transcripts should be limited to the presiding judge and authorized court personnel only, unless otherwise ordered by the Court.
- **LABELING:** The envelope or digital file should be clearly marked "SEALED - GRAND JURY MATTERS - DO NOT OPEN WITHOUT COURT ORDER."

These transcripts contain confidential information protected by grand jury secrecy rules and are being submitted in connection with [Insert Purpose, e.g., Motion to Dismiss or In-Camera Review].

Please provide a file-stamped copy of the cover page to the courier or via the enclosed self-addressed stamped envelope.

Thank you for your assistance in this matter.

Sincerely,

[Signature]
[Printed Name]