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[Your Name/Attorney Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Court Clerk

[Name of Court]

[Address]

[City, State, Zip Code]

Re: [Case Name]

Case Number: [Insert Case Number]

Subject: Instruction to Seal Sensitive Psychiatric Evaluation

Dear Court Clerk,

Accompanying this letter for filing is a psychiatric evaluation regarding [Name of Party], dated [Date of Report], prepared by [Name of Evaluator].

Pursuant to [Insert Local Rule, Statute, or Court Order Number], I am formally instructing the Clerk's Office to file this document under seal. This document contains highly sensitive mental health information and protected health information (PHI) that is confidential by law.

Please ensure that:

- The document is placed in a sealed envelope or marked as "SEALED" in the electronic filing system.
- Access to this document is restricted to the presiding judge and authorized court personnel only.
- The document is not made available for public inspection or included in the public case summary.

A redacted version of this document [is/is not] being provided for the public record.

Please return a conformed copy of this letter to the process server or via the enclosed self-addressed stamped envelope to confirm the filing has been processed under seal.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Bar Number, if applicable]