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**EXAMPLE: PROTECTIVE ORDER**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

	Plaintiff,		No.
v.			<b>PROTECTIVE ORDER</b>
	Defendant.		

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The Court recognizes that many of the documents and much of the information (“**Materials**” as defined herein) being sought through discovery in the above-captioned action are, for competitive reasons, normally kept confidential by the parties. The Materials to be exchanged throughout the course of the litigation between the parties may contain trade secret or other confidential research, development, or commercial information, as is contemplated by Federal Rule of Civil Procedure 26(c)(1)(G). The parties have agreed to be bound by the terms of this Protective Order (“**Order**”) in this action to facilitate the document production and disclosure, and protect the respective interests of the parties in their trade secrets and/or confidential information. This Order shall remain in effect unless modified pursuant to the terms contained in this Order.

**IT IS THEREFORE ORDERED THAT,**

The following Definitions shall apply in this Order:

A. The term “**Confidential Information**” will mean and include information contained or disclosed in any materials, including documents, portions of documents, answers to interrogatories, responses to requests for admissions, trial testimony, deposition testimony, and transcripts of trial testimony and depositions, including data, summaries,

1 and compilations derived therefrom that is deemed to be Confidential Information by any  
2 party to which it belongs.

3 B. The term “**Materials**” will include, but is not be limited to: documents;  
4 correspondence; memoranda; financial information; email; specifications; marketing  
5 plans; marketing budgets; customer information; materials that identify customers or  
6 potential customers; price lists or schedules or other matter identifying pricing; minutes;  
7 letters; statements; cancelled checks; contracts; invoices; drafts; books of account;  
8 worksheets; forecasts; notes of conversations; desk diaries; appointment books; expense  
9 accounts; recordings; photographs; motion pictures; sketches; drawings; notes of  
10 discussions with third parties; other notes; business reports; instructions; disclosures; other  
11 writings; records of website development; and internet archives.

12 C. The term “**Counsel**” will mean outside counsel of record, and other  
13 attorneys, paralegals, secretaries, and other support staff employed in the following law  
14 firms: \_\_\_\_\_.

15  
16 The following provisions shall apply in this litigation:

17 1. Each party to this litigation that produces or discloses any Materials, answers  
18 to interrogatories, responses to requests for admission, trial testimony, deposition  
19 testimony, and transcripts of trial testimony and depositions, or information that the  
20 producing party believes should be subject to this Protective Order may designate the same  
21 as “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL ONLY.”

22 (a) Designation as “CONFIDENTIAL”: Any party may designate  
23 information as “CONFIDENTIAL” only if, in the good faith belief of  
24 such party and its Counsel, the unrestricted disclosure of such  
25 information could be harmful to the business or operations of such  
26 party.

27 (b) Designation as “CONFIDENTIAL – FOR COUNSEL ONLY”: Any  
28 party may designate information as “CONFIDENTIAL – FOR

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COUNSEL ONLY” only if, in the good faith belief of such party and its Counsel, the information is among that considered to be most sensitive by the party, including but not limited to trade secret or other confidential research, development, financial, customer related data or other commercial information.

2. In the event the producing party elects to produce Materials for inspection, no marking need be made by the producing party in advance of the initial inspection. For purposes of the initial inspection, all Materials produced will be considered as “CONFIDENTIAL – FOR COUNSEL ONLY,” and must be treated as such pursuant to the terms of this Order. Thereafter, upon selection of specified Materials for copying by the inspecting party, the producing party must, within a reasonable time prior to producing those Materials to the inspecting party, mark the copies of those Materials that contain Confidential Information with the appropriate confidentiality marking.

3. Whenever a deposition taken on behalf of any party involves the disclosure of Confidential Information of any party:

- (a) the deposition or portions of the deposition must be designated as containing Confidential Information subject to the provisions of this Order; such designation must be made on the record whenever possible, but a party may designate portions of depositions as containing Confidential Information after transcription of the proceedings; a party will have until thirty (30) days after receipt of the deposition transcript to inform the other party or parties to the action of the portions of the transcript to be designated “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL ONLY.”
- (b) the disclosing party will have the right to exclude from attendance at the deposition, during such time as the Confidential Information is to be disclosed, any person other than the deponent, Counsel (including

1 their staff and associates), the court reporter, and the person(s) agreed  
2 upon pursuant to paragraph 8, below; and

3 (c) The originals of the deposition transcripts and all copies of the  
4 deposition must bear the legend “CONFIDENTIAL” or  
5 “CONFIDENTIAL – FOR COUNSEL ONLY,” as appropriate, and  
6 the original or any copy ultimately presented to a court for filing must  
7 not be filed unless it can be accomplished under seal, identified as  
8 being subject to this Order, and protected from being opened except  
9 by order of this Court.

10 4. All Confidential Information designated as “CONFIDENTIAL” or  
11 “CONFIDENTIAL – FOR COUNSEL ONLY” must not be disclosed by the receiving  
12 party to anyone other than those persons designated within this Order and must be handled  
13 in the manner set forth below, and in any event, must not be used for any purpose other  
14 than in connection with this litigation, unless and until such designation is removed either  
15 by agreement of the parties, or by order of the Court.

16 5. Information designated “CONFIDENTIAL – FOR COUNSEL ONLY” may  
17 be viewed only by:

- 18 (a) Counsel (as defined in paragraph C, above) of the receiving party;  
19 (b) Independent experts and stenographic and clerical employees  
20 associated with such experts. Prior to receiving any Confidential  
21 Information of the producing party, the expert must execute a copy of  
22 the “Agreement to Be Bound by Stipulated Protective Order,”  
23 attached hereto as Exhibit A. Counsel for the receiving party must  
24 retain executed copies of such exhibits;
- 25 (c) The Court and any Court staff and administrative personnel;  
26 (d) Any court reporter employed in this litigation and acting in that  
27 capacity; and  
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1 (e) Any person indicated on the face of the document to be its author or  
2 co-author, or any person identified on the face of the document as one  
3 to whom a copy of such document was sent before its production in  
4 this action.

5 6. Information designated “CONFIDENTIAL” may be viewed only by the  
6 individuals listed in paragraph 5, above, and by the additional individuals listed below:

7 (a) Party principals or executives who are required to participate in policy  
8 decisions with reference to this action;

9 (b) Technical personnel of the parties with whom Counsel for the parties  
10 find it necessary to consult, in the discretion of such Counsel, in  
11 preparation for trial of this action; and

12 (c) Stenographic and clerical employees associated with the individuals  
13 identified above.

14 7. All information that has been designated as “CONFIDENTIAL – FOR  
15 COUNSEL ONLY” by the producing or disclosing party, and any and all reproductions of  
16 that information, must be retained in the custody of the Counsel for the receiving party,  
17 except that independent experts authorized to view such information under the terms of  
18 this Order may retain custody of copies such as are necessary for their participation in this  
19 litigation, but only during the course of this litigation. The principals, employees or other  
20 agents of the parties who received information prior to and apart from this litigation that  
21 was subsequently disclosed in this litigation as being either “CONFIDENTIAL” or  
22 “CONFIDENTIAL – FOR COUNSEL ONLY” may also retain copies of that information  
23 as is necessary for use in their respective businesses.

24 8. Before any Materials produced in discovery, answers to interrogatories,  
25 responses to requests for admissions, deposition transcripts, or other documents which are  
26 designated as Confidential Information are filed with the Court for any purpose, the party  
27 seeking to file such material must seek permission of the Court to file the material under  
28 seal. Nothing in this order shall be construed as automatically permitting a party to file

1 under seal. The party seeking leave of Court shall show “compelling reasons” (where the  
2 motion is more than tangentially related to the merits of the case) or “good cause” for filing  
3 under seal. *See Ctr. For Auto Safety v. Chrysler Grp., LLC*, 809 F.3d 1092, 1101 (9th Cir.  
4 2016). Additionally, such party seeking to file under seal shall, within the applicable  
5 deadline, file a redacted, unsealed version of any motion, response or reply if such party is  
6 waiting for a ruling from the Court on filing an unredacted, sealed version of the same  
7 document.<sup>1</sup> Further, no portion of the trial of the matter shall be conducted under seal.

8 9. Confidential Information and Materials designated “CONFIDENTIAL” or  
9 “CONFIDENTIAL – FOR COUNSEL ONLY” shall be used solely for the prosecution or  
10 defense of this action. A party who wishes to use Confidential Information and/or Materials  
11 designated “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL ONLY” for a  
12 purpose other than the prosecution or defense of this action must request permission, in  
13 writing, from Counsel for the producing party. The receiving party’s request must identify  
14 the Confidential Information and/or Materials designated “CONFIDENTIAL” or  
15 “CONFIDENTIAL – FOR COUNSEL ONLY” that the receiving party wishes to use, and  
16 identify the purpose for which it wishes to use Confidential Information and/or Materials  
17 designated “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL ONLY.” If the  
18 parties cannot resolve the question of whether the receiving party can use Confidential  
19 Information and/or Materials designated “CONFIDENTIAL” or “CONFIDENTIAL –  
20 FOR COUNSEL ONLY” for a purpose other than the prosecution or defense of this action  
21 within fourteen (14) days of the producing party’s receipt of such a request, the receiving  
22 party may move the Court for a ruling on the receiving party’s request. In the event any  
23 party files a motion seeking to use Confidential Information and/or Materials designated

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25 <sup>1</sup> If a party wishes to use the opposing party’s confidential designations to support  
26 or oppose a motion, the opposing party bears the burden to show “compelling reasons.” In  
27 the event the party wishing to use the confidential information anticipates this scenario  
28 arising, the party shall follow the procedures set forth on the Court’s website  
([www.azd.uscourts.gov](http://www.azd.uscourts.gov)) and follow links to Judge Tuchi’s form for “Discovery Disputes”  
and consistent with the terms of the Court’s Rule 16 Scheduling Order. Any such action  
must be initiated at least fourteen (14) days before the due date of the filing in which the  
party wishes to reference the information.

1 “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL ONLY” for a purpose other  
2 than the prosecution or defense of this action, the Confidential Information and/or  
3 Materials designated “CONFIDENTIAL” or “CONFIDENTIAL – FOR COUNSEL  
4 ONLY” shall be submitted to the Court, under seal, for an in-camera inspection. Any  
5 Confidential Information and/or Materials designated “CONFIDENTIAL” or  
6 “CONFIDENTIAL – FOR COUNSEL ONLY” at issue must be treated as Confidential  
7 Information, as designated by the producing party, until the Court has ruled on the motion  
8 or the matter has been otherwise resolved.

9 10. At any stage of these proceedings, any party may object to a designation of  
10 Materials as Confidential Information. The party objecting to confidentiality must notify,  
11 in writing, Counsel for the producing party of the objected-to Materials and the grounds  
12 for the objection. If the dispute is not resolved consensually between the parties within  
13 fourteen (14) days of receipt of such a notice of objections, the objecting party may move  
14 the Court for a ruling on the objection. In the event any party files a motion challenging  
15 the designation or redaction of information, the document shall be submitted to the Court,  
16 under seal, for an in-camera inspection. The Materials at issue must be treated as  
17 Confidential Information, as designated by the producing party, until the Court has ruled  
18 on the objection or the matter has been otherwise resolved.

19 11. At any stage of these proceedings, any party may request that it be permitted  
20 to disclose Materials designated as Confidential Information to individuals not permitted  
21 by this Order to view such Materials. The party must notify, in writing, Counsel for the  
22 producing party of the identity of the relevant Materials and the individuals to whom the  
23 party wishes to disclose the Materials. If the request is not resolved consensually between  
24 the parties within fourteen (14) days of receipt of such a request, the requesting party may  
25 move the Court for a ruling allowing such disclosure. In the event any party files a motion  
26 requesting such disclosure, the document shall be submitted to the Court, under seal, for  
27 an in-camera inspection. The Materials at issue must be treated as Confidential  
28 Information, as designated by the producing party, until the Court has ruled on the request.

1           12. All Confidential Information must be held in confidence by those inspecting  
2 or receiving it. To the extent the Confidential Information has not been disclosed prior to  
3 and apart from this litigation, it must be used only for purposes of this action. If the  
4 Confidential Information was exchanged between the parties prior to and apart from this  
5 litigation for purposes of conducting their respective businesses, the parties may continue  
6 to use that otherwise Confidential Information for that purpose. The parties may not  
7 distribute the Confidential Information beyond those persons or entities that had received  
8 the Confidential Information prior to this litigation. In addition, counsel for each party, and  
9 each person receiving Confidential Information, must take reasonable precautions to  
10 prevent the unauthorized or inadvertent disclosure of such information. If Confidential  
11 Information is disclosed to any person other than a person authorized by this Order, the  
12 party responsible for the unauthorized disclosure must immediately bring all pertinent facts  
13 relating to the unauthorized disclosure to the attention of the other parties and, without  
14 prejudice to any rights and remedies of the other parties, make every effort to prevent  
15 further disclosure by the party and by the person(s) receiving the unauthorized disclosure.

16           13. No party will be responsible to another party for disclosure of Confidential  
17 Information under this Order if the information in question is not labeled or otherwise  
18 identified as such in accordance with this Order.

19           14. If a party, through inadvertence, produces any Confidential Information  
20 without labeling or marking or otherwise designating it as such in accordance with this  
21 Order, the producing party may give written notice to the receiving party that the Materials  
22 produced are deemed Confidential Information, and that the Materials produced should be  
23 treated as such in accordance with that designation under this Order. The receiving party  
24 must treat the Materials as confidential, once the producing party so notifies the receiving  
25 party. If the receiving party has disclosed the Materials before receiving the designation,  
26 the receiving party must notify the producing party in writing of each such disclosure.  
27 Counsel for the parties will agree on a mutually acceptable manner of labeling or marking  
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1 the inadvertently produced Materials as “CONFIDENTIAL” or “CONFIDENTIAL – FOR  
2 COUNSEL ONLY” – SUBJECT TO PROTECTIVE ORDER.

3 15. Nothing within this Order will prejudice the right of any party to object to  
4 the production of any discovery material on the grounds that the material is protected as  
5 privileged or as attorney work product.

6 16. Nothing in this Order will bar Counsel from rendering advice to their clients  
7 with respect to this litigation and, in the course thereof, relying upon any information  
8 designated as Confidential Information, provided that the contents of the information must  
9 not be disclosed.

10 17. This Order will be without prejudice to the right of any party to oppose  
11 production of any information for lack of relevance or any other ground other than the mere  
12 presence of Confidential Information. The existence of this Order must not be used by  
13 either party as a basis for discovery that is otherwise improper under the Federal Rules of  
14 Civil Procedure.

15 18. Information designated Confidential pursuant to this Order also may be  
16 disclosed if: (a) the party or non-party making the designation consents to such disclosure;  
17 (b) the Court, after notice to all affected persons, allows such disclosure; or (c) the party to  
18 whom Confidential Information has been produced thereafter becomes obligated to  
19 disclose the information in response to a lawful subpoena, provided that the subpoenaed  
20 party gives prompt notice to Counsel for the party which made the designation, and permits  
21 Counsel for that party sufficient time to intervene and seek judicial protection from the  
22 enforcement of this subpoena and/or entry of an appropriate protective order in the action  
23 in which the subpoena was issued.

24 19. Nothing in this Confidentiality Order shall limit any producing party’s use  
25 of its own documents or shall prevent any producing party from disclosing its own  
26 Confidential Information to any person. Such disclosures shall not affect any confidential  
27 designation made pursuant to the terms of this Order so long as the disclosure is made in a  
28 manner which is reasonably calculated to maintain the confidentiality of the information.

1 Nothing in this Order shall prevent or otherwise restrict Counsel from rendering advice to  
2 their clients, and in the course thereof, relying on examination of stamped confidential  
3 information.

4 20. Within thirty (30) days of the final termination of this action, including any  
5 and all appeals, Counsel for each party must purge all Confidential Information from all  
6 machine-readable media on which it resides and must either (a) return all Confidential  
7 Information to the party that produced the information, including any copies, excerpts, and  
8 summaries of that information, or (b) destroy same. With respect to paper copies, return or  
9 destruction of Confidential Information is at the option of the producing party.  
10 Notwithstanding the foregoing, Counsel for each party may retain all pleadings, briefs,  
11 memoranda, motions, and other documents filed with the Court that refer to or incorporate  
12 Confidential Information, and will continue to be bound by this Order with respect to all  
13 such retained information, after the conclusion of this litigation. Further, attorney work  
14 product Materials that contain Confidential Information need not be destroyed, but, if they  
15 are not destroyed, the person in possession of the attorney work product will continue to  
16 be bound by this Order with respect to all such retained information, after the conclusion  
17 of this litigation.

18 21. The restrictions and obligations set forth within this Order will not apply to  
19 any information that: (a) the parties agree should not be designated Confidential  
20 Information; (b) the parties agree, or the Court rules, is already public knowledge; or (c)  
21 the parties agree, or the Court rules, has become public knowledge other than as a result of  
22 disclosure by the receiving party, its employees, or its agents, in violation of this Order.

23 22. Any party may designate as “CONFIDENTIAL” or “CONFIDENTIAL –  
24 FOR COUNSEL ONLY” any Materials that were produced during the course of this action  
25 without such designation before the effective date of this Order, as follows:

- 26 (a) Parties to this action may designate such Materials by sending written  
27 notice of such designation, accompanied by copies of the designated  
28 Materials bearing the appropriate legend of “CONFIDENTIAL” or

1 “CONFIDENTIAL – FOR COUNSEL ONLY” to all other parties in  
2 possession or custody of such previously undesignated Materials. Any  
3 party receiving such notice and copies of designated Materials  
4 pursuant to this subparagraph shall return to the producing party all  
5 undesignated copies of such Materials in its custody or possession, or  
6 shall affix the appropriate legend to all copies of the designated  
7 Materials in its custody or possession.

8 (b) Upon notice of designation pursuant to this paragraph, parties shall  
9 also: (i) make no disclosure of such designated Materials or  
10 information contained therein except as allowed under this Order; and  
11 (ii) take reasonable steps to notify any persons known to have  
12 possession of such designated Materials or information of the effect  
13 of such designation under this Order.

14 (c) All such designations must be made within thirty (30) days of the date  
15 of this Order.

16 23. Transmission by e-mail or facsimile is acceptable for all notification  
17 purposes within this Order.

18 24. This Order may be modified by agreement of the parties, subject to approval  
19 by the Court.

20 25. The Court may modify the terms and conditions of this Order for good cause,  
21 or in the interest of justice, or on its own order at any time in these proceedings.

22 26. After termination of this action, the provisions of this Order shall continue to  
23 be binding, except with respect to those documents and information that became a matter  
24 of public record. This Court retains and shall have continuing jurisdiction over the parties  
25 and recipients of Confidential Information and Materials designated as confidential for  
26 enforcement of the provisions of this Order following termination of this litigation.

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**EXHIBIT A**

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**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

		No.
Plaintiff,		<b>AGREEMENT TO BE BOUND BY STIPULATED PROTECTIVE ORDER</b>
v.		
	Defendant.	

I, \_\_\_\_\_, declare and say that:

1. I am employed as \_\_\_\_\_  
by \_\_\_\_\_.
2. I have read the Stipulated Protective Order (the "Order") entered in \_\_\_\_\_ and have received a copy of the Order.
3. I promise that I will use any and all "Confidential" or "Confidential – For Counsel Only" information, as defined in the Order, given to me only in a manner authorized by the Order, and only to assist Counsel in the litigation of this matter.
4. I promise that I will not disclose or discuss such "Confidential" or "Confidential – For Counsel Only" information with anyone other than the persons described in paragraphs 3, 8 and 9 of the Order.
5. I acknowledge that, by signing this agreement, I am subjecting myself to the jurisdiction of the United States District Court for the District of Arizona with respect to the enforcement of the Order.

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6. I understand that any disclosure or use of “Confidential” or “Confidential – For Counsel Only” information in any manner contrary to the provisions of the Protective Order may subject me to sanctions for contempt of court.

7. I will return all “Confidential” or “Confidential – For Counsel Only” Materials (as defined in the Order) to the attorney who provided it to me, upon request of that attorney, and I shall not retain any copies of said Materials or any information contained within “Confidential” or “Confidential – For Counsel Only” Materials.

I declare under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature