

October 03, 2025

LAURA A. AUSTIN, CLERK

BY: /s/ Deneene King
DEPUTY CLERK

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA

IN THE MATTER OF:

ACCESS, SERVICE, AND
MANAGEMENT OF
SEALED DOCUMENTS

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Standing Order No. 2025-13

Due to the escalation of recent cyberattacks on the Case Management/Electronic Case Files (“CMECF”) system of the federal courts, the Administrative Office of the United States Courts has implemented new procedures for the storage and management of sealed documents in CMECF. Accordingly, it is hereby **ORDERED** that, effective as of the date of this Order, and until such time as the Court orders otherwise, the Court adopts the following procedures:

- 1. Filing and Electronic Access to Sealed Documents.** Parties with filing privileges will file sealed documents in CMECF. After filing, those documents will no longer be accessible or viewable by electronic means.
- 2. Service of Sealed Documents Filed in CMECF.** Since sealed documents filed in CMECF will no longer be accessible or viewable, service of those documents cannot be accomplished electronically in CMECF through a Notice of Electronic Filing. Instead, parties will serve sealed documents conventionally or by other appropriate means as provided by the Federal Rules of Procedure or the Court’s Local Rules. The Court will serve Court-generated sealed documents in paper by mail or through secure electronic means to attorneys of record, self-represented parties, and other applicable parties.
- 3. Additional Copies of Sealed Documents.** Since sealed documents filed in CMECF are no longer accessible or viewable electronically, a party with permission to access a sealed document in a case who requires a copy of a sealed document will contact the filing party or the Clerk’s office for a copy. After confirming that the party making the request has permission to access the document, the Clerk’s Office will provide the document(s) by either secure electronic means or by U.S. Mail. Requests for copies to the Clerk’s Office will be subject to the current docket copy fee rate.
- 4. Highly Sensitive Documents (HSDs).** Sealed documents that are defined as HSDs will continue to be subject to the Court’s HSD procedures as set forth in Paragraph 4(b)–(d) of Standing Order No. 2024-5.
- 5. Questions About Sealed Document Procedures.** Any questions about the filing of and access to sealed documents can be directed to the Clerk’s Office at any location within the

district. The address and phone number for the Clerk's office at each location is available on the Court's website.

6. **Submitting Sealed or Proposed Sealed Documents by Encrypted Email.** The use of encrypted email to submit certain sealed or proposed documents to the Court that are not docketed by the submitter in CMECF remains the only acceptable electronic method of transmittal. Unencrypted emails deemed or marked "confidential" or other similar terms do not comply with this order.
7. **Local General Rule 9—Sealed Documents.** To the extent Local Rule 9 conflicts with this Standing Order, the Standing Order governs. Materials that do not qualify as HSD following the HSD filing procedures, should be referred to as "sealed" and are subject to these procedures. Materials that are permitted to be filed under seal without the need for an accompanying motion to seal, such as a motion for reduced sentence under Fed. R. Crim. P. 35, may continue to be filed under seal without a motion.

This Order supersedes all inconsistent prior orders or orders regarding procedures for the filing of sealed documents.

It is **SO ORDERED**.

Entered: October 3, 2025.

/s/ Elizabeth K. Dillon

Elizabeth K. Dillon
Chief United States District Judge