

FILED
CLERK'S OFFICE
United States District Court
Eastern District of Tennessee
Date: ***Oct 30, 2025, 3:39 pm***

$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \end{array}$$

Chief District Judge
Travis R. McDonough

STANDING ORDER

2. **Service of Sealed Documents Filed in CM/ECF.** Service of sealed documents cannot be accomplished through CM/ECF. Parties shall serve sealed documents by other appropriate means as provided by the Federal Rules of Civil Procedure or Federal Rules of Criminal Procedure. When the Court enters a sealed document, it will serve the document by

secure electronic means or, in the alternative, in paper by mail. Federal Defender Services of Eastern Tennessee, the United States Attorney's Office, and United States Probation and Pretrial Services shall provide the Clerk's Office with a single email address for the receipt of service of sealed documents by secure electronic means. Any sealed documents required to be served to these agencies pursuant to SO-24-05 shall be served to the addresses specifically designated for the receipt of service of sealed documents by secure electronic means.

3. **Service of Documents on United States Probation and Pretrial Services.** The following categories of documents, if sealed, shall be served on United States Probation and Pretrial Services via encrypted email:

- a. Motions for bond;
- b. Plea supplements;
- c. Objections to presentence reports and related documents;
- d. Sentencing memoranda and related documents;
- e. Motions for downward departure pursuant to the provisions of Section 5K of the United States Sentencing Guidelines; and
- f. Motions to reduce sentence, including motions filed pursuant to Rule 35 of the Federal Rules of Criminal Procedure, and related filings.

4. **Additional Copies of Sealed Documents.** Subsequent to service, any additional copies of a sealed document requested by a party with the right to access the document will be provided in paper format. Copy fees will be applied to such requests in accordance with the current fee schedule.

5. **Highly Sensitive Information (HSI).** Sealed documents containing HSI will continue to be subject to the Court's HSI procedures as set forth in SO-25-08.

6. **Questions about Sealed Document Procedures.** Any questions about the filing of and access to sealed documents should be directed to the Clerk's Office.

SO ORDERED.



TRAVIS R. MCDONOUGH
UNITED STATES DISTRICT JUDGE