

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE**

FILED
CLERK'S OFFICE
United States District Court
Eastern District of Tennessee
Date: **Dec 23, 2025, 8:11 am**

IN RE:

**ACCESS, SERVICE, AND
MANAGEMENT OF SEALED
DOCUMENTS**

)
) SO-25-13
)
) Chief District Judge
) Travis R. McDonough
)
)
)

STANDING ORDER

On September 24, 2025, the Court entered SO-25-09 related to the access, service, and management of sealed documents. On October 30, 2025, the Court entered SO-25-12 amending SO-25-09. The Court now amends SO-25-12. This order supersedes SO-25-09, SO-25-12, and any other inconsistent orders and local rules.

WHEREAS a recent escalation in cyberattacks on the CM/ECF systems of federal courts requires the implementation of new procedures for the storage and management of sealed documents;

IT IS HEREBY ORDERED that, effective as of the date of this order and until such time as the Court orders otherwise,

1. **Electronic Access to Sealed Documents.** Sealed documents will continue to be filed in CM/ECF under existing procedures but will no longer be accessible or viewable to authorized external users by electronic means.

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. **Sealed Petitions for Revocation.** Prior to an initial appearance on revocation proceedings for a defendant in federal custody, United States Probation and Pretrial Services may provide, in any appropriate manner, copies of sealed petitions for revocation of pretrial release and sealed petitions for revocation of supervised release to the United States Attorney's Office and to the defense counsel set to appear at the initial appearance.

5. **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.

6. **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.

7. **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