

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

IN RE: )  
 ) SO-13-07 (Revised)  
ELECTRONIC FILING OF DOCUMENTS )

**STANDING ORDER**

Financial Affidavits in Support of Request for Attorney, Expert or Other Court Services Without Payment of Fee (Form CJA-23) shall be scanned and filed in the Court's electronic case filing system (CM/ECF) under seal. The originals shall be maintained by the Clerk's Office for five years and then destroyed.

The following documents will be scanned and filed in CM/ECF. The originals will be transferred to the custody of the United States Attorney's Office:

- a. Applications, affidavits, orders and motions related to authorizations to conduct oral or wire electronic interceptions pursuant to 18 U.S.C. § 2518.
- b. Applications, orders and other records relating to telephone records, pen registers and trap and trace devices pursuant to 18 U.S.C. §§ 3122 & 3123.
- c. Search warrant applications, affidavits and warrants.
- d. Grand jury records, including applications for writs of habeas corpus *ad testificandum*, motions and orders to compel grand jury testimony, motions and orders to quash grand jury subpoenas and *Fed.R. Cr. P.* 6(e) disclosure notices and orders.
- e. Informations, criminal complaints and indictments with the grand jury foreperson's name and signature unredacted.

The United States Attorney's Office shall maintain custody of and dispose of these original documents in accordance with all applicable statutes, orders, regulations, rules, and guidance, including those of the Judicial Conference of the United States and the United States Department of Justice.

This order may be implemented prospectively and retroactively. Where inconsistent, this order supersedes SO-06-01; provided however that paper records covered by this order may be disposed of in accordance with SO-06-01 at the option of the Clerk of Court.

**ENTER:**

s/Thomas A. Varlan  
Chief United States District Judge