

Administrative Procedures for Highly Sensitive Documents (HSDs)

1. Filing of Search Warrants and Wiretaps

- a. The government shall provide to the clerk's office a copy of the HSD and an HSD caption page, with confidential information redacted.
- b. The HSD will be placed in a sealed envelope marked "HIGHLY SENSITIVE DOCUMENT." The outside of the envelope shall be affixed with a copy of the HSD's caption page.
- c. The clerk's office will make an informational docket entry in the court's electronic filing system indicating that the HSD was filed with the court and will maintain the HSD in a secure paper filing system.

2. Filing of Other HSD Documents Authorized by the Court

- a. A party filing an HSD pursuant to a court order or applicable law shall submit to the clerk's office the HSD, unfolded, the certificate of service, and, if applicable, a copy of the court order authorizing the treatment of that document as highly sensitive.
- b. The required documents shall be submitted to the clerk's office in a sealed envelope marked "HIGHLY SENSITIVE DOCUMENT." The outside of the envelope shall be affixed with a copy of the HSD's caption page (with confidential information redacted).
- c. The filing party shall serve the HSD on other parties as follows:
 - i. Civil cases - by any manner specified in [Civil Rule 5\(b\)\(2\)](#), except for service via the court's electronic filing system; or
 - ii. Criminal cases - by any manner specified in [Criminal Rule 49\(a\)\(3\)\(B\) or \(a\)\(4\)](#).
- d. The clerk's office will make an informational docket entry in the court's electronic filing system indicating that the HSD was filed with the court and will maintain the HSD in a secure paper filing system.

3. Filing of Motions to Treat a Document as an HSD

- a. Represented parties
 - i. A represented party shall file a motion to treat a document as an HSD along with a proposed order using the "Motion to File HSD" event.
 - ii. A copy of the proposed HSD shall not be filed electronically.
 - iii. The motion shall explain why the proposed document constitutes an HSD under Standing Order 2021-01 or why it should otherwise be subject to the heightened protection for HSDs.

- iv. As soon as practicable after the motion is filed, the filing party shall deliver to the clerk's office the HSD sought to be filed along with a certificate of service.
- v. The filing party shall serve the proposed HSD on the other parties as specified in paragraph 2(c).
- vi. If the court grants the motion, an informational entry will be made on the case docket indicating that the HSD has been filed with the court. The clerk's office will maintain the HSD in a secure paper filing system.

4. Removal of HSDs

- a. Motions to remove an HSD from the docket should be filed using the "Motion to Remove HSD" event.