

OCT 07 2025

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TENNESSEEWendy R Oliver, Clerk
U.S. District Court
W.D. OF TN, MemphisIN RE: ORDER ESTABLISHING
PROTOCOL FOR SERVICE OF SEALED
DOCUMENTS

Administrative Order No. 2025-31

WHEREAS a recent escalation of cyberattacks on the judiciary's Case Management/Electronic Case Files ("CM/ECF") system requires the implementation of new procedures for the storage, management, and sharing of sealed documents;

WHEREAS the Administrative Office of the United States Courts has implemented a Sealed Document Security ("SDS") program in response to those cyberattacks;

IT IS HEREBY ORDERED that, effective as of the date of this Order and until such time as the Court orders otherwise, the following shall apply to all sealed documents filed on CM/ECF:

1. **Filing of Sealed Documents.** Sealed documents shall continue to be filed in CM/ECF consistent with the protocols outlined in the United States District Court for the Western District of Tennessee's Electronic Case Filing Policies and Procedures Manual (the "ECF Policies and Procedures"), but those documents will no longer be viewable to authorized external users by electronic means.

2. **Service of Sealed Documents Filed in CM/ECF.** Because sealed documents filed in CM/ECF are no longer electronically accessible or viewable to external users, the parties to a case will not be served automatically with those documents upon filing. Therefore, a party filing a sealed document must serve all such documents by other means 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 via United States mail.

3. **Access to Sealed Documents After Filing.** Authorized parties to a case shall be able to access sealed documents, including documents filed by parties or the Court, after they are filed by completing a Request for SDS Access through CM/ECF. After a request is submitted, the Clerk's office shall retrieve the document. If the document is 200 pages or fewer, it will be printed to be picked up by the requestor or mailed to them. Documents of more than 200 pages will be downloaded to a jump drive and available for pick up or, upon request, mailed to the requestor. Requests for additional copies may require a Court order.

4. **Personal Information.** Parties shall continue to follow the ECF Policies and Procedures governing documents that contain personal identifying information or other sensitive information. See ECF Policies § 13.4.

FOR THE COURT, this 7th day of October, 2025.

s/ Sheryl H. Lipman
SHERYL H. LIPMAN
CHIEF UNITED STATES DISTRICT JUDGE