

FILED

SEP 29 2025

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

CLERK, U.S. DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS
EAST ST. LOUIS OFFICE

IN RE:)
ACCESS, SERVICE, AND) **Administrative Order No. 417**
MANAGEMENT OF SEALED)
DOCUMENTS.)

ADMINISTRATIVE ORDER

In light of recent cyberattacks on the Case Management/Electronic Case Files ("CM/ECF") system of the federal courts, the United States District Court for the Southern District of Illinois implements new procedures for the access, service, and management of sealed documents. As of the date of this Order and until such time as the Court orders otherwise, this Court adopts the below procedures regarding sealed documents filed in CM/ECF:

1. **Filing and Electronic Access to Sealed Documents.** Sealed documents will continue to be filed in CM/ECF under the Court's existing procedures. *See SDIL-LR Appendix D at Rule 6.* After filing, these documents will no longer be accessible or viewable in CM/ECF.
2. **Service of Sealed Documents Filed in CM/ECF.** Because sealed documents filed in CM/ECF will no longer be accessible or viewable, service cannot be accomplished through CM/ECF. Instead, parties must serve sealed documents by other appropriate means as provided by the Federal Rules of Procedure and the Court's Local Rules. *See Fed. R. Civ. P. 5(b), Fed. R. Crim. P. 49(a), SDIL - LR 5.1.* The Court will serve sealed documents by U.S. Mail.
3. **Additional Copies of Sealed Documents.** Because sealed documents filed in CM/ECF are no longer accessible or viewable electronically, a party with permission to access a sealed document in a case who requires a copy of a sealed document will contact the Clerk's Office to request a copy. After confirming that the party making the request has permission to access the document, the Clerk's Office will provide a copy. Applicable copy fees will be applied to such requests.
4. **Highly Sensitive Documents (HSDs).** HSDs are governed by Administrative Order 286, as amended, as well as SDIL-LR Appendix F.

Any questions about the filing of and access to sealed documents should be directed to the Clerk's Office at (618) 482-9371 or Intake@ilsd.uscourts.gov.

Additionally, this Order supersedes all inconsistent prior Court Orders, Local Rules, or other Court guidance regarding the filing of sealed documents.

IT IS SO ORDERED.

DATED: September 29, 2025

A handwritten signature in black ink, reading "Nancy J. Rosenstengel". The signature is written in a cursive, flowing style with a horizontal line underneath the name.

NANCY J. ROSENSTENGEL
Chief U.S. District Judge