

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA**

**IN RE: PROCEDURES FOR THE
FILING OF, ACCESS TO, SERVICE
OF, AND MANAGEMENT OF
SEALED DOCUMENTS**

**PUBLIC
ADMINISTRATIVE ORDER**

No. 25-AO-0002-P

WHEREAS a recent escalation in cyberattacks on the Case Management/Electronic Case Filing (CM/ECF) systems of federal courts requires 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 Filing of and Access to Sealed Documents.

- a. Sealed documents will continue to be filed in the CM/ECF system under existing procedures, but they will not be accessible or viewable to the parties by electronic means. Although the parties will receive a notice of electronic filing when a sealed document is filed in the CM/ECF system, the sealed document is replaced in the CM/ECF system with a placeholder pdf file and housed in a court only, alternate electronic file storage system.
- b. Guidance regarding the filing of sealed documents is available at: www.iand.uscourts.gov/sealed-events.

2. Service of Sealed Documents Filed in the CM/ECF System.

- a. Because sealed documents filed in the CM/ECF system are no longer accessible or viewable electronically, service of those documents cannot be accomplished through the CM/ECF system. Therefore, parties must serve all sealed documents

filed in the CM/ECF system by other appropriate means as provided by the Federal Rules of Procedure.

- b. When appropriate, the Clerk's Office will provide sealed documents by mail unless other means are authorized by the court.
3. **Additional Copies of Sealed Documents.** Because sealed documents that are filed in the CM/ECF system are no longer accessible or viewable electronically, a party with the right to access a sealed document in a case may request a paper copy by contacting the Clerk's Office at: ecfmail@iand.uscourts.gov. Applicable fees will be applied to such requests.
4. **Highly Sensitive Documents (HSDs).** Sealed documents that are defined as HSDs will continue to be subject to the court's HSDs procedures as set forth in Public Administrative Order No. 21-AO-0001-P.
5. **Questions about Sealed Document Procedures.** Any question about the filing of or access to a sealed document should be directed to the Clerk's Office at: ecfmail@iand.uscourts.gov.

This order supersedes any and all inconsistent prior court orders and/or local rules.

IT IS SO ORDERED.

DATED this 28th day of September, 2025.



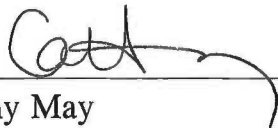
C.J. WILLIAMS
CHIEF JUDGE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

Certified original placed in Public Administrative Order Book.

Copies disbursed this 29th day of September 2025 via email to:

Chambers of Chief Judge C.J. Williams (Sali Van Weelden)
Senior Judge Linda R. Reade
Chambers of Chief Judge Leonard T. Strand (Donaline Schmith)
Chambers of Chief Magistrate Judge Kelly K.E. Mahoney (Jami Lesko)
Chambers of Magistrate Judge Mark A. Roberts (Amy Steele)
Paul De Young, Clerk of District Court
Misti Michel, Chief Deputy
Jill Bushaw, Chief Probation Officer
Brad Hansen, Federal Defender
Tim Duax, US Attorney
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