

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

IN THE MATTER OF THE  
"SYSTEM-SEALED" DOCUMENTS  
FILED UNDER SEAL WITHOUT  
MOTION OR ORDER PURSUANT TO  
THE LOCAL RULES

PUBLIC  
ADMINISTRATIVE ORDER

No. 16-AO-0008-P  
(Supercedes 16-AO-0005-P)


Local Rules provide that certain categories of documents filed with the court, because of their nature, are sealed by the CM-ECF system automatically without a motion by party or an order of the court.


**IT IS HEREBY ORDERED** that effective September 6, 2016, when filing documents in the Northern District of Iowa via CM-ECF, the documents listed on the attachment will be system sealed.

This Administrative Order supersedes 16-AO-0005-P dated June 15, 2016. The Clerk of Court is directed to place a copy of this order in the Public Administrative Orders binder.

**IT IS SO ORDERED.**

**DATED** this 2nd day of September, 2016.

  
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LINDA R. READE  
CHIEF JUDGE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA

  
\_\_\_\_\_  
LEONARD T. STRAND  
DISTRICT JUDGE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA

Certified original placed in Public Administrative Order Book.

Copies disbursed this 2nd day of September, 2016 via email to:

Chief Judge Linda R. Reade

Judge Mark W. Bennett

Judge Edward J. McManus

Judge Leonard T. Strand

Chief Magistrate Judge Jon S. Scoles

Judge C. J. Williams

Robert Phelps, Clerk of District Court

Kim Schwartz, Deputy in Charge

Bryan Woodward for posting on the external NDIA web-site



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Renea Solmonson

Chief Deputy

**System Sealed Documents\*  
Civil Cases**

**Key**

A = Attorney

C = Court

NEF = Notice of Electronic Filing

Filed By	Document	Court Only	Sealed – NEF to selected participants	Selected Participants
A	CJA 23	X		
C	CJA 20, 21	X		
C	Prisoner Trust Fund Account Statement	X		
C	Seizure Warrant	X		Unseal after execution
C	Staff Notes	X		

Updated as of 9/6/16

\*Documents sealed automatically without a motion or action by filer.

**System Sealed Documents\*  
Criminal Cases**

**Key**

C = Court  
Def. = Defendants or the attorney  
USA = United States Attorney  
USPO = United States Probation

**Key**

NEF = Notice of Electronic Filing

Filed By	Document	Court Only	Sealed – NEF to selected participants	Selected Participants
C	Indictment - Original	X		
C	Indictment - Redacted	X	Unseal after arrest	Def. (after arrest)
C	Psychiatric Report		X	Def. USA USPO
C	Judge's Sentencing Notes	X		
C	Preemptory Challenges		X	Def. USA
C/USA	Search Warrant Affidavit	X	Unseal after arrest	Def. (after arrest)
C/USA	Tracker Warrant Affidavit	X	Unseal after arrest	Def. (after arrest)
C/USA	Title III Petition	X	Unseal after arrest	Def. (after arrest)
C/USA	Title III Motion for Extension	X	Unseal after arrest	Def. (after arrest)
C/USA	Title III Motion to Delay Disclosure	X	Unseal after arrest	Def. (after arrest)
USA	Complaint	X	Unseal after arrest	Def. (after arrest)

**System Sealed Documents\*  
Criminal Cases**

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USA = United States Attorney  
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NEF = Notice of Electronic Filing

Filed By	Document	Court Only	Sealed – NEF to selected participants	Selected Participants
USA	Criminal Cover Sheet	X		Unseal after arrest
USA	Motion for Arrest Warrant	X		Unseal after arrest
USA	Motion Under Rule 35		X	Def. USPO
USA	Motion to Revoke Pretrial Release	X		Def. (after arrest)
USA/Def.	Objections to PSIR		X	Def. USA USPO
USA/Def.	Motion In Limine, Brief and Order		X Unseal after verdict	Def. USA
Def.	CJA Forms 20, 21, 23, 30, 31	X		

**System Sealed Documents\*  
Criminal Cases**

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Filed By	Document	Court Only	Sealed – NEF to selected participants	Selected Participants
Def.	Motion to Incur Expenses (CIA)	X		
Def.	Motion to Issue Subpoena	X		
Def.	Pro Se Motion to Discharge Counsel		X	Def. only
USPO	PS-3 Pretrial Services Report		X	Def. USA
USPO	PSIR & Worksheet (Draft & Final)		X	Def. USA
USPO	Statement of Reasons		X	Def. USA
USPO	Petition to Revoke Supervision (Summons) Probation Form 12C		X	Def. USA
USPO	Petition to Revoke Supervision (Warrant) Probation Form 12C	X		After arrest: Def USA
USPO	Memorandum of Noncompliance or Report on Offender Under Supervision Probation Form 12A		X	Def. USA
USPO	Order Modifying Conditions of Supervision		X	Def. USA

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Criminal Cases**

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NEF = Notice of Electronic Filing

Filed By	Document	Court Only	Sealed – NEF to selected participants	Selected Participants
USPO	Request for Modifying the Conditions or Term of Supervision With Consent of Offender Probation Form 12B/Probation Form 49		X	Def. USA
USPO	Supervised Release/Probation Violation Worksheet and Recommendation		X	Def. USA
USPO	Rule 35 Worksheet		X	Def. USA
USPO	Appendix to Judgment (Victim Impact Statements)		X	USA Def.