

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

**IN RE: PROCEDURES FOR THE FILING
OF SEALED AND RESTRICTED
DOCUMENTS**

Misc. Case No.: 1:26-MC-33

STANDING ORDER

In response to recent cyberattacks directed at public and private sector computer systems, including attacks directed at the judiciary, a new procedure was adopted on August 14, 2025, eliminating litigants' ability to electronically file sealed documents and requiring "paper only" filing of all sealed material. Since that time, the Court has diligently worked to develop a revised filing system that would ease the burden on litigants, while protecting the integrity of our electronic case management system and ensuring uninterrupted access to all public Court records.

The Court's Standing Order dated August 14, 2025, is hereby **RESCINDED** and is replaced by the instant Standing Order. It is hereby **ORDERED** that:

- 1. Electronic Filing and Access to Sealed Documents.** Sealed documents should once again be filed electronically in CM/ECF under the E-filing procedures in place prior to August 14, 2025, as amended by any future updates to those procedures. Although electronic filing of sealed documents will resume, litigants will not be able to access or view such sealed documents by electronic means.
- 2. Service of Sealed Documents Filed in CM/ECF.** Because sealed documents filed in CM/ECF will not be accessible or viewable by litigants electronically, service of those documents can no longer be accomplished through CM/ECF. After filing sealed documents on CM/ECF, parties will have to serve the sealed documents by other appropriate means as provided by the Federal

Rules of Civil Procedure. See Fed. R. Civ. P. 5 & Fed. R. Crim. P. 49 (outlining the rules governing service "by other means" and requirements for filing certificates of service). The Court will generally serve sealed documents in paper by mail.

3. Additional Copies of Sealed Documents. Because sealed documents filed in CM/ECF are no longer accessible or viewable by litigants electronically, a party with the right to access a sealed document who requires a copy of such document will have to contact the Clerk's Office to request a paper copy. Applicable copy 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 HSD procedures.

5. Questions about Sealed Document Procedures. Any questions about how a sealed document should be filed with the Court or accessed should be directed to the Clerk's Office in the relevant Point of Holding Court:

Clarksburg - 304-622-8513
Elkins - 304-636-1445
Martinsburg - 304-267-8225
Wheeling - 304-232-0011

The Court **DIRECTS** the Clerk post this Order to its public website and to transmit copies of this Order to the Chief United States Probation Officer, the United States Bankruptcy Court, the United States Marshals Service, the Federal Public Defenders Office, and the United States Attorney's Office.

IT IS SO ORDERED this 21st day of May, 2026.



Honorable Thomas S. Kleeh
Chief Judge
United States District Court