



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

NOTICE TO THE BAR

LAURA TAYLOR SWAIN
Chief Judge

TAMMI HELLOWIG
Clerk of Court

Dated:
September 24, 2025

Contact:
helpdesk@nysd.uscourts.gov

**SDNY Announces Changes to
Electronic Access to and
Service of Sealed Documents**

In accordance with guidance from the Administrative Office of the United States Courts, on September 23, 2025, the United States District Court for the Southern District of New York adopted a Standing Order implementing new procedures for the storage and service of electronically filed sealed documents (attached).

What Remains the Same

Sealed documents must continue to be filed in the court's Electronic Case Filing (ECF) system in accordance with [Local Civil Rule 5.2](#) and the [ECF Rules & Instructions](#).

Users will continue to receive a Notice of Electronic Filing (NEF) when case activity occurs, including when a sealed document is electronically filed in ECF.

Applications to treat sealed documents as Highly Sensitive Documents (HSDs), to be filed in paper form outside the ECF system, may continue to be made in accordance with [Standing Order 21-mc-00006](#).

What's New

Sealed documents filed electronically will no longer be accessible or viewable through the ECF or PACER systems by non-court users.

While the docket text will be publicly available, the PDF copy of the document will not be accessible or viewable by non-court users. Users should avoid clicking on the link in the NEF in

order not to be charged a fee by PACER for viewing a blank placeholder file.

To obtain access to an electronically filed sealed document, users should rely on the copy served by their adversary. A party with a right to access a sealed document may also request a paper copy by contacting the clerk's office. Applicable [copy fees](#) will be applied to requests made to the court.

New Service Procedure

Service of sealed documents will no longer be accomplished by electronically filing in the ECF system.

Service must now be accomplished outside of ECF by other appropriate means as provided by the applicable Federal Rules of Procedure. Service of filed documents outside the ECF system must always be followed by the filing of proof of service in the ECF system.

Sealed court orders will be served by first-class mail or other secure means approved by the issuing judge.

For more information, see the court's Standing Order regarding Procedures for Access to and Service of Sealed Documents (25-mc-00421).

Questions about the filing of and access to sealed documents may be directed to the court's ECF Help Desk. The Help Desk is available via email at helpdesk@nysd.uscourts.gov, Monday through Friday during business hours.

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UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

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: PROCEDURES FOR ACCESS TO : ORDER
: AND SERVICE OF : M10-468
: SEALED DOCUMENTS :
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WHEREAS a recent escalation in cyberattacks on the CM/ECF systems of federal courts requires the implementation of 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 Access to Sealed Documents** – Sealed documents will continue to be filed in CM/ECF under existing procedures ([see ECF Rules & Instructions](#)) but will no longer be accessible or viewable by electronic means by non-court users.
2. **Service of Sealed Documents Filed in CM/ECF** – Because sealed documents filed in CM/ECF are no longer electronically accessible or viewable by non-court users, service of those documents can no longer be accomplished through CM/ECF. Parties must serve sealed documents by other appropriate means consistent with the applicable Federal Rules of Procedure. Service accomplished outside the CM/ECF system must be documented in accordance with the applicable Federal Rules of Procedure concerning certificates of service. Sealed orders of the court will be served in paper form by first-class mail or other secure means approved by the issuing judge.
3. **Additional Copies of Sealed Documents** – Because sealed documents filed in CM/ECF are no longer electronically accessible or viewable by non-court users, a party with the

right to access a sealed document in a case who requires a copy of a sealed document may contact opposing counsel or the clerk's office to request a paper copy. Applicable [copy fees](#) will be applied to requests made to the court.

4. **Highly Sensitive Documents (HSDs)** – Sealed documents that are defined as HSDs will continue to be subject to the procedures found in [Standing Order 21-mc-0006](#).
5. **Questions about Sealed Document Procedures** – Questions about the filing of and access to sealed documents may be directed to the court's ECF Help Desk. The Help Desk is available via email at helpdesk@nysd.uscourts.gov, Monday through Friday during business hours.

This Order supersedes any and all inconsistent prior court orders, ECF Rules and Local Rules.

SO ORDERED:



Dated: September 23, 2025
New York, NY

Laura Taylor Swain
Chief United States District Judge