

**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF KENTUCKY**

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

**GENERAL ORDER
NO. 25-11**

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A recent escalation in cyberattacks on the Case Management/Electronic Case Files (“CM/ECF”) system of the federal courts requires the implementation of new procedures for the storage and management of sealed documents filed in CM/ECF. Accordingly, and effective immediately, the United States District Court for the Western District of Kentucky hereby implements the below procedures governing the access, service, and management of sealed documents 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, [the Amended Electronic Case Filing Administrative Policies and Procedures](#)). After filing, these documents will no longer be accessible or viewable in CM/ECF.

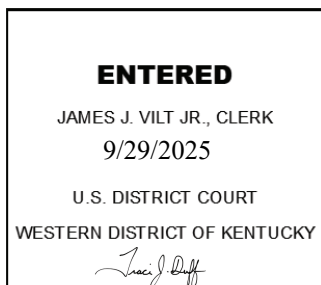
2. Service of Sealed Documents Filed in CM/ECF. Since sealed documents filed in CM/ECF will no longer be accessible or viewable, service cannot be accomplished through CM/ECF. As such, the United States Probation Office for the Western District of Kentucky shall no longer grant access to view presentence investigation reports electronically through CM/ECF and will serve such documents through other secure electronic means. General Order 2012-10 is superseded to the extent it provides for service of such reports by way of CM/ECF.

Parties will serve sealed documents as provided by the Federal Rules of Procedure and the Court’s Amended Electronic Case Filing Administrative Policies and Procedures. (See, Fed. R. Civ. P. 5, Fed. R. Crim. P. 49) The Court will continue to serve sealed orders, notices, and other Court-generated documents via U.S. Mail.

3. Additional Copies of Sealed Documents. 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 the document(s) by either secure electronic means or by U.S. Mail. Requests for paper copies of sealed documents will be subject to the current docket copy fee rate as set by the [District Court Fee Schedule](#).

4. Highly Sensitive Documents (HSDs). Sealed documents that are defined as HSDs will continue to be subject to the Court’s HSD procedures. For more information on the filing of HSDs, see [General Order 24-04](#).

DATED: 9/29/2025



A circular seal of the United States District Court for the Western District of Kentucky is partially visible. Overlaid on the seal is a handwritten signature. Below the signature, the text "Greg N. Stivers, Chief Judge" and "United States District Court" is printed.