

In response to recent cyber attacks directed at public and private sector computer systems, including attacks directed at the judiciary, the United States District Court for the Southern District of Iowa will be taking additional steps to better secure our case management system.

Effective 12:00am on August 11, 2025, the following changes will be made to the Southern District of Iowa CM/ECF and Pacer systems:

Sealed documents will no longer be filed into the CM/ECF system. Instead of placement on CM/ECF, these documents will be provided to Clerk's Office in one of two ways, outlined below. CM/ECF will continue to be used for all unsealed criminal filings. At this time, there is no change to how CM/ECF is functioning in civil cases.

Electronically

Most documents that were previously sealed can be sent to the Clerk's Office electronically.

To proceed in this manner, file the docket entry as you traditionally would in CM/ECF. Instead of uploading the sealed filing into CM/ECF, upload the placeholder document located at <https://www.iasd.uscourts.gov/criminal-forms>.

After completing the CM/ECF process, email the Clerk's Office at iasd_sealed@iasd.uscourts.gov and cc all parties. The subject line should contain the case number and the document number from the CM/ECF filing. The Clerk's Office will electronically file stamp the document and "reply all" with the file stamped copy.

Please note – With this method, the document will be considered filed after both the CM/ECF entry is completed and the document is delivered to the Clerk's Office.

In Person

Some documents will no longer be accepted by email, including documents that contain any identifying information regarding cooperating individuals or victims, references to 5K1.1 substantial assistance motions or Rule 35(b) post-sentencing cooperation motions, any references to grand jury witnesses, or any documents in cases related to national security interests. If any of these categories apply to your document, the document must be filed in person at the Clerk's Office.

To proceed in this manner, bring two copies of the document to the Clerk's Office during business hours. The Clerk's Office will file stamp both copies and return one copy to you for service and for your records. The Clerk's Office will enter the docket entry on the docket, including the placeholder and file the document.

Please note: With this method, the document will be considered filed once it is received and stamped by the Clerk's Office.

Accessing a Sealed Document

Individuals authorized to review sealed materials in a case will need to contact the Clerk's Office during business hours to receive a copy of any sealed filing that is not available in CM/ECF. The placeholder for the relevant document(s) will provide further directions regarding whom to contact within the Clerk's Office. A paper copy of these materials may be retrieved from the Clerk's Office

during business hours. Voluminous requests for documents may take more than one business day to process. To avoid a potentially lengthy wait for documents to be printed by the Clerk's Office, authorized individuals may submit a request for materials to the following email address iasd_sealed@iasd.uscourts.gov. The email should identify the case name, case number, and sealed docket entry numbers that are being requested. The requesting individual will be notified by reply email when the materials are ready to pick up at the Clerk's Office. Only the authorized receiver of these documents may request and receive a copy.

Removal of Sealed Filings from Closed Criminal Cases

An attorney of record for a closed criminal case, may request particularly sensitive sealed filings be removed from CM/ECF. To do so, the attorney should send an email to the Clerk's Office at iasd_sealed@iasd.uscourts.gov. The email should provide the case name, case number, and docket entry numbers the attorney is requesting be removed from CM/ECF. No explanation regarding why the attorney is requesting the sealed document be removed is necessary. These requests will be processed as quickly as possible.