

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF IOWA**

IN THE MATTER OF:

**ACCESS AND MANAGEMENT OF SEALED
DOCUMENTS**

ORDER

PUBLIC ADMINISTRATIVE ORDER

NO. 25-AO-5-P

The United States District Court for the Southern District of Iowa has been made aware of a recent escalation in cyberattacks on the CM/ECF systems of federal courts. The frequency and sophistication of these requires the implementation of new procedures for the storage and management of sealed documents;

THEREFORE it is ordered that;

1. **Electronic Access to Sealed Documents.** Sealed documents will continue to be filed in CM/ECF pursuant to Local Rule 5(c). However, once these documents are filed, they will no longer be accessible or viewable to any non-court user.
2. **Service of Sealed Documents Filed in CM/ECF.** Because sealed documents filed in CM/ECF are no longer accessible or viewable electronically, service of those documents cannot be accomplished through CM/ECF. Parties will need to serve sealed documents by other appropriate means as provided by the Federal Rules of Procedure. Parties shall include a certificate of service on each filing to demonstrate the method of service used. The Court will serve sealed documents in a manner deemed appropriate based on the type of sealed document.
3. **Copies of Sealed Documents.** Because sealed documents filed in CM/ECF are no longer accessible or viewable electronically, a party with the right to access a sealed document who requires a copy of a sealed document shall contact the Clerk's Office to request a copy. One free copy of each sealed document will be provided to each party. Applicable copy fees will be applied to any additional copies of the document provided to any party.
4. **Highly Sensitive Documents (HSDs).** Sealed documents that are defined as HSDs will

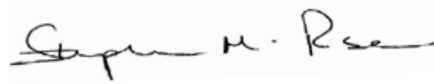
continue to be subject to the court's HSD procedures (21-AO-1-P).

5. **Questions about Sealed Document Procedures.** Any questions about filing or accessing sealed documents or this administrative order shall be directed to the Clerk's Office.

This Order supersedes any and all inconsistent prior Court Orders, CM/ECF procedure manuals, or local rules.

IT IS SO ORDERED.

Dated this 23th day of September, 2025.

A handwritten signature in black ink, appearing to read "Stephanie M. Rose", is positioned above a horizontal line.

STEPHANIE M. ROSE, Chief District Judge
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA