

**IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS**

IN RE: )  
PROCEDURES FOR THE FILING, ) GENERAL ORDER 21-01  
SERVICE, AND MANAGEMENT OF )  
HIGHLY SENSITIVE DOCUMENTS )  
)

**WHEREAS**, in response to recent disclosures of wide-spread breaches of both private sector and government computer systems, federal courts are immediately adding new security procedures to protect highly sensitive documents filed with the courts;

**THE COURT FINDS** that, pursuant to Civil Rule 5(d)(3)(A) and Criminal Rule 49(b)(3)(A), good cause exists to require all parties to file certain highly sensitive documents (HSDs) outside of the court’s electronic filing system.

**THEREFORE, IT IS HEREBY ORDERED** that, effective as of the date of this order and until such time as the court orders otherwise, the filing of certain highly sensitive documents shall be subject to the procedures and requirements set forth below.

**1. Highly Sensitive Documents**

- a. The following types of materials (and associated documents) are deemed highly sensitive documents: search warrants, criminal complaints, arrest warrants, sealed indictments, applications for electronic surveillance (i.e. wiretaps, geolocation tracking, GPS, pen registers, trap and trace, etc.), tax record requests, and any matters relating to grand jury.
- b. A party may request that a document not listed above (*i.e.*, trade secrets) be designated an HSD by filing a motion with the court requesting a hearing without revealing the nature of the document or attaching the proposed HSD.

**2. Filing of Authorized HSDs**

- a. A party filing an HSD shall submit to the clerk’s office the HSD in paper format, and, if applicable, the certificate of service and court order authorizing the treatment of the document as highly sensitive. The HSD may be submitted on a secure electronic device (*i.e.*, USB drive) with prior permission of the court.

- b. A party filing a document which quotes or references the contents of an HSD shall electronically file the document in the ordinary course, except that the portions of the document quoting or referencing the HSD shall be redacted. The party shall file and serve an un-redacted version of the filing in the same manner as set forth in Section 2(a) for HSD.

### **3. Service of Highly Sensitive Court Orders**

If the court determines that a court order contains highly sensitive information, the clerk's office will file and maintain the order in a secure paper filing system or a secure standalone computer system that is not connected to any network and will serve paper copies of the order on the parties via mail.

### **4. Removal of Existing HSDs or Highly Sensitive Cases from the Court's Electronic Filing System**

Upon motion of a party or upon its own motion, the court may determine that a document that has been filed electronically is highly sensitive and direct that the HSD be removed from the court's electronic filing system and maintained by the clerk's office in a secure paper filing system or a secure standalone computer system that is not connected to any network.

**IT IS SO ORDERED**, this 8th day of January, 2021.

s/ Sara Darrow

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Sara Darrow  
Chief United States District Judge  
Central District of Illinois