

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

IN RE:

PROCEDURES FOR THE FILING
OF SEALED DOCUMENTS

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MISC. NO. 00-308

STANDING ORDER 2025-04

In order to preserve the integrity of this Court's docket, it is hereby

ORDERED by the United States District Court for the District of Maryland that, effective immediately, sealed documents may no longer be filed electronically on CM/ECF in criminal cases. Instead, parties wishing to file any material under seal must file the documents by paper in person or by U.S. Mail.

The following procedures must be followed for documents requiring a motion to seal:

- a. For parties represented by counsel, the motion to seal must be filed electronically on CM/ECF, along with a proposed order and notice of filing of sealed document. The notice serves as a placeholder to reserve a docket number for the proposed sealed document that cannot be filed electronically. Within 24 hours, not including intervening weekends and legal holidays, the filing party must deliver two copies of the proposed sealed document to the Clerk's Office, along with a certificate of service.
- b. For parties not represented by counsel, the filing party must file by paper two copies of a motion to seal, the proposed sealed document, and a certificate of service.
- c. The filing party shall serve the proposed sealed document on the other parties by any manner specified in Fed. R. Crim. P. 49(a)(3)(B) or (a)(4).

Any materials that are permissibly filed under seal without the need for an accompanying motion to seal may continue to be filed under seal without a motion. Filing parties must deliver two copies of these documents to the Clerk's Office along with a certificate of service, when applicable, indicating the relevant parties were served in any manner specified in Fed. R. Crim. P. 49(a)(3)(B) or (a)(4).

Date:

8/11/2025

A handwritten signature in blue ink, appearing to read "George L. Russell III", written over a horizontal line.

George L. Russell III, Chief Judge
United States District Court