



FILING OF SEALED CRIMINAL DOCUMENTS DURING THE COVID-19 OUTBREAK

In response to the recent outbreak of coronavirus disease 2019 (COVID-19) in the District of Delaware, the Court has directed that, effective immediately and until further notice, sealed criminal documents shall be filed electronically using the following procedures:

- Sealed criminal documents shall be electronically submitted to the Court in pdf. format to the following address: SealedCriminal@ded.uscourts.gov. Sealed documents requiring the attention of a Magistrate Judge must also be emailed to Keith_Kincaid@ded.uscourts.gov
- Each pdf. shall be identified by criminal case number and the assigned Judge's initials. For example, USA v. John Smith, Cr. 20-123, assigned to Chief Judge Stark would be transmitted as: 20cr123-LPS. If multiple defendants are involved, the defendant's suffix number must be included, for example, USA v. Frank Smith, Cr., 20-123-04 would be transmitted as: 20cr123-04-LPS.
- The assigned Judge's docket clerk will retrieve the sealed document and make the entry on the docket.

For additional information, contact the Clerk's Office at 302-573-6170.

March 18, 2020