



RETURN TO PRE-PANDEMIC PROCEDURES FOR HANDLING SEALED CRIMINAL FILINGS

Effective June 28, 2021, the Court will resume its pre-pandemic policy of having sealed criminal filings delivered in paper copy form. Beginning that date, sealed criminal documents must be delivered to the Clerk's Office in a sealed envelope with the criminal case number and the assigned Judge's initials. For example, USA v. John Smith, Cr. 21-123, assigned to Chief Judge Stark, would be marked "20cr123 LPS". If multiple defendants are involved, the defendant's suffix number must be included, for example USA v. Frank Smith, Cr. 21-123-04 would be marked: "21-123-04-LPS". If the document requires the submission of an original plus one copy, each document should be delivered in a separate sealed envelope. The assigned judge's clerk will make the entry on the docket sheet. **Sealed criminal case documents should no longer be electronically submitted to the Court.** The only exception to these procedure is Magistrate Judge documents which are often transmitted electronically due to the emergent nature of the filing. For additional information, contact the Clerk's Office at 302-573-6170.