

UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS

IN RE:)	
)	STANDING ORDER 25-04
ACCESS, SERVICE, AND MANAGEMENT)	
OF SEALED DOCUMENTS)	

Due to recent cyberattacks on the Case Management/Electronic Case Filing ("CM/ECF") system of the federal courts, the United States District Court for the District of Kansas hereby implements new procedures for the access, service, and management of sealed documents. Effective as of the date of this order and until such time as the Court orders otherwise, the Court adopts the below procedures regarding sealed documents filed in CM/ECF:

1. Filing and Electronic Access to Sealed Documents. Sealed documents will continue to be filed in CM/ECF under the Court's existing procedures, as outlined in LR 5.4.2, CR 49.6, and the Court's Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means. After filing, these documents will no longer be accessible or viewable in CM/ECF.

2. Service of Sealed Documents Filed in CM/ECF. Since sealed documents filed in CM/ECF will no longer be accessible or viewable, service cannot be accomplished through CM/ECF. Instead, parties will serve sealed documents conventionally by other appropriate means as provided by the Federal Rules of Procedure. (*See* Fed. R. Civ. P. 5, Fed. R. Crim. P. 49.) Except for certain orders and judgments served on the Kansas U.S. Attorney's Office and Federal Public Defender's Office, the Court will serve sealed orders, notices, and other Court-generated documents by U.S. Mail or other secure electronic means as permitted by the Federal Rules of Procedure to attorneys of record and self-represented parties granted CM/ECF filing or electronic noticing privileges. The Clerk will provide certain orders and judgments to the Kansas U.S. Attorney's Office and Federal Public Defender's Office via delivery to their agencies' boxes located in the Kansas City, Topeka, and Wichita clerk's offices.

3. Additional Copies of Sealed Documents. Since sealed documents filed in CM/ECF will no longer be accessible or viewable, a party with permission to access a sealed document in a case who requires a copy of a sealed document must contact the clerk's office to request a copy. After confirming that the party making the request has permission to access the document, the clerk's office will provide the document(s) by either U.S. Mail or secure electronic means. Requests for copies of sealed documents will be subject to the current copy fee rate as set by the District Court Fee Schedule.

4. Highly Sensitive Documents (HSDs). Sealed documents that are defined as HSDs will continue to be subject to the Court's HSD procedures. For more information on the filing of HSDs, see the Court's [Standing Order 21-1 Procedures for the Filing of Highly Sensitive Documents](#).

5. Restricted Document Folders (RDFs). Attorneys will no longer have electronic access to documents placed in a defendant's restricted document folder. RDF documents may be obtained by contacting the clerk's office.

6. Questions about Sealed Document Procedures. Any questions about the filing of and access to sealed documents should be directed to the clerk's office at (913) 735-2200 or ksd_clerks_kansascity@ksd.uscourts.gov.

This Order supersedes any and all inconsistent prior Court orders, local rules, or other guidance regarding the filing of sealed documents.

IT IS SO ORDERED this 23rd day of September, 2025.

s/John W. Broomes
John W. Broomes
Chief United States District Judge