

The Administrative Office of the U.S. Courts recently provided notice of a national breach of the CM/ECF system and called upon courts to implement new security procedures to protect a category of highly sensitive documents (“HSDs”). In response to this call, the District of Nevada will require parties to file HSDs outside of the Court’s CM/ECF system.¹ The following instructions apply only to the filing of HSDs after January 15, 2021, and do not change the procedures for filing sealed documents that do not meet the definition of HSDs. Classified documents will continue to be handled in accordance with existing statutes and procedures.

1. Definition of HSD.

- a. “HSD” does not refer to all sensitive or confidential information. Indeed, very few documents filed under seal in federal court are HSDs. Instead, HSDs are unclassified sealed documents involving: foreign sovereign interests; criminal activity related to cybersecurity, intellectual property, or trade secrets; terrorism; investigation of public officials; information that could have a potentially negative impact on national security of foreign relations of the United States; and sensitive commercial information likely to be of interest to foreign powers.
- b. The Court anticipates that the following types of sealed documents may often contain information warranting an HSD designation:
 - i. Applications for search warrants; and
 - ii. Applications for electronic surveillance under 18 U.S.C. § 2518.
- c. But the Court anticipates that the following types of sealed documents are unlikely to contain information warranting an HSD designation:
 - i. Presentence reports, pretrial-release reports, and documents related to such reports;
 - ii. Pleadings related to cooperation in most criminal cases;
 - iii. Social Security records;
 - iv. Administrative records in immigration cases; and
 - v. Most sealed filings in civil cases.

2. Procedure for Filing HSD.

- a. A filing party must first determine if a document that party would normally file under seal warrants an HSD designation.
- b. If the filing party determines that a document warrants an HSD designation, the filing party must not file the document in the Court’s electronic filing system but must instead:

¹ The Court notes its current practice allows for certain documents that fall within this category of HSDs to be submitted to the Court outside of CM/ECF.

- i. Put the document in an envelope with the notation “Highly Sensitive Document” on the outside of the envelope. Seal the envelope and place it in an outer envelope or package addressed to the Clerk’s Office.
 - ii. Hand-deliver the envelope to the Clerk’s Office secured drop box; or send the envelope by mail to the Clerk’s Office.
 - iii. “Highly Sensitive Document” or “HSD” must not be visible on the un-opened envelope or package.
- c. The filing party must still serve the HSD on the other parties to the case as they would normally be required to do, but without filing any electronic copies and otherwise by taking appropriate precautions to safeguard the confidentiality of the information in the HSD.
- d. The Clerk’s Office will maintain the HSD in a secure paper filing system or a secure standalone computer system that is not connected to any network.