

**IN THE UNITED STATES DISTRICT COURT**  
**FOR THE DISTRICT OF NEW MEXICO**

IN RE:	)	
GENERAL ORDER REGARDING THE	)	24-MC-00004-12
FILING OF HIGHLY SENSITIVE	)	
DOCUMENTS	)	
	)	

**GENERAL ORDER SUPERSEDING 21-MC-00004-06**

**WHEREAS**, federal courts are updating their security procedures to uniformly protect highly sensitive documents (HSDs), a narrow subset of sealed documents that must, for their protection, be stored outside the court’s electronic systems;

**THE COURT FINDS** that good cause exists to permit nonelectronic filing under [Civil Rule 5\(d\)\(3\)\(A\)](#) and [Criminal Rule 49\(b\)\(3\)\(A\)](#), and to adopt revised HSD guidance.

**THEREFORE, IT IS HEREBY ORDERED** that, effective as of the date of this order and until such time as the court orders otherwise, HSDs will be filed and served in paper form, in accordance with this Order and the Administrative Procedures Manual and will be maintained by the clerk’s office in a secure paper filing system. This General Order supersedes any and all prior court orders regarding HSDs (namely 21-MC-00004-06), and any and all inconsistent provisions in existing local rules or other general orders of this court.

**1. Documents and Materials Subject to this Order**

- a. This order applies to a document or other material that contains sensitive, but unclassified, information that warrants exceptional handling and storage procedures to prevent significant consequences that could result if such information were obtained or disclosed in an unauthorized manner. Although frequently related to law enforcement materials, especially sensitive information in a civil case could also qualify for HSD treatment. Additionally, the presiding judge may further identify documents or other material they consider to be HSDs. Please review the presiding judge’s Chambers Procedures page for any such information, which can be found on the [court’s web site](#).
- b. Any party seeking to file an HSD must, before such filing, seek leave of court for such filing in the manner provided in the Administrative Procedures Manual.
- c. The [Administrative Procedures Manual](#) contains procedures for filing motions to designate a document as an HSD, transmitting HSDs to the Clerk’s Office, and for service of such filings.

- d. Any dispute as to whether a document is an HSD shall be resolved by the presiding judge or the chief judge when no presiding judge is assigned.
- e. Once a document or series of documents has been designated as HSD, a copy of the order granting HSD designation must be included with each document filed as an HSD.

**2. Removal of Existing HSDs or Highly Sensitive Cases from the Court's Electronic Filing System**

- a. Upon motion of a party or upon its own motion, the court may determine that a document, case, or any portion of it, that has been filed electronically is highly sensitive and direct that the HSD or case be removed from the court's electronic filing system and maintained by the Clerk's Office in a secure paper filing system.
- b. A party's motion to remove an HSD or highly sensitive case from the court's electronic filing system shall explain why such document or case is highly sensitive under the criteria set out in paragraph 1(a) above or why it should otherwise be subject to the heightened protection for HSDs.

**3. Questions about HSD Filing Procedures**

Any questions about how an HSD should be filed with the court pursuant to this General Order should be directed to the Clerk's Office at (505) 348-2075.

**IT IS SO ORDERED**, this 21<sup>st</sup> day of June, 2024.

FOR THE COURT, PURSUANT TO ADMINISTRATIVE ORDER MISC. NO. 83-252:

/s/ \_\_\_\_\_  
William P. Johnson  
Chief United States District Judge  
District of New Mexico

## Notices

[1:24-mc-00004 Administrative Orders](#)

U.S. District Court

United States District Court - District of New Mexico

### Notice of Electronic Filing

The following transaction was entered on 6/21/2024 at 11:55 AM MDT and filed on 6/21/2024

**Case Name:** Administrative Orders

**Case Number:** [1:24-mc-00004](#)

**Filer:**

**Document Number:** [12](#)

**Docket Text:**

**GENERAL ORDER SUPERSEDING 21-MC-00004-06: Regarding the Filing of Highly Sensitive Documents (cg)**

**1:24-mc-00004 Notice has been electronically mailed to:**

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The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1167529506 [Date=6/21/2024] [FileNumber=13150076-0] [7a6387a8bb688686280564eb501d1175e7df9a59f81c9c8ddd40aa4d11c0238abd06984d424d1283ba3e3cc368ccaa198c2ad87a8df6dba5308d64690c46428f]]