

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

IN RE: PROCEDURES FOR THE)
STORAGE AND MANAGEMENT)
OF SEALED DOCUMENTS)

25-MC-00004-25

ADMINISTRATIVE ORDER

A recent escalation in cyberattacks on the CM/ECF systems of federal courts requires the implementation of new procedures for the storage and management of sealed documents.

IT IS HEREBY ORDERED that, effective as of the date of this order and until such time as the court orders otherwise,

1. Electronic Access to Sealed Documents. Sealed documents will continue to be filed in CM/ECF under [existing procedures](#) but will no longer be accessible or viewable by electronic means..

2. Service of Sealed Documents Filed in CM/ECF. Because sealed documents filed in CM/ECF are no longer accessible or viewable electronically, service of those documents can no longer be accomplished through CM/ECF. Parties must serve sealed documents by other appropriate means and as provided by the Federal Rules of Procedure. The Court will serve its sealed documents in paper by mail.

3. Additional Copies of Sealed Documents. Because sealed documents filed in CM/ECF are no longer accessible or viewable electronically, a party with the right to access a sealed document in a case who requires a copy of a sealed document will have to contact the [Clerk's Office](#) to request a copy. Paper copy fees are subject to the [District Court Miscellaneous Fee Schedule](#) and will be applied to such requests.

4. Highly Sensitive Documents (HSDs). Sealed documents that are defined as HSDs will

continue to be subject to the Court's HSD procedures pursuant to General Order of this Court [Regarding the Filing of Highly Sensitive Documents \(21-MC-04-06\)](#), filed January 21, 2021. Additionally, 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.

5. 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 (505) 348-2075, or by email to: cmecf@nmd.uscourts.gov.

This Order supersedes any and all inconsistent prior court orders, [Local Rules of Civil Procedure](#), [Local Rules of Criminal Procedure](#), to include DNM LR-CV 5.1(b), and the [Administrative Procedures Manual](#), to include Section 8(b)(5)(C).

DONE this 24th day of September, 2025.

FOR THE COURT:¹

/s/

KENNETH J. GONZALES²
CHIEF UNITED STATES DISTRICT JUDGE

¹ For the court, pursuant to Administrative Order Misc. No. 83-252.

² Please note that this document has been electronically filed. To verify its authenticity, please refer to the Digital File Stamp on the NEF (Notice of Electronic Filing) accompanying this document. Electronically filed documents can be found on the court's PACER public access system.