



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

**NOTICE RE. CHANGE OF PROCEDURES RELATED TO
FILING SEALED DOCUMENTS IN CRIMINAL MATTERS
Effective Date: August 8, 2025**

Pursuant to Administrative Order 2025-10, the EDNY will no longer accept sealed documents in CM/ECF in criminal matters. This includes CR, MJ, and MC case designations. Any filer wishing to file sealed documents must follow the new procedure set forth below.

Sealed Documents Filed on Non-Sealed Cases (Public Dockets)

1. The filer must first make the entry in CM/ECF as they would normally do.
 - a. If the document and the entry should be sealed, select *1-Sealed Document Entry AND Document to be used ONLY in conjunction with other selection*.
 - b. If the entry does not have to be sealed, select *1-Sealed Document – to be used ONLY in conjunction with other selection*.
 - c. Select the appropriate docket event.

****Remember, the filer needs permission from the Court to file a document under seal. The completed Sealing Cover Sheet serves as this application.**

2. While you docket the entry, attach the Sealing Cover Sheet in CM/ECF. This will generate a document number. **DO NOT** attach the sealed document.
 - a. Once you complete the docket entry, place the document number in the lower right-hand corner of the sealed document. You may do this by hand or by adding the number in Acrobat.
3. Go to the Court's public web site www.nyed.uscourts.gov under the Attorney tab and select the link that states **Submit Sealed Documents to the Court**.
4. The first time you access the **Submit Sealed Documents to the Court** portal, you will be asked to create an account which will give you a Username and Password.
5. Once you have a Username and Password, you will be able to upload the document.
 - a. Select the Judge, Case Number, Document Number, and Defendant Number.
 - i. If you are submitting a sealed document to the Duty Magistrate Judge, please select the name of the Magistrate Judge who is on duty.
 - b. Attach the sealed document by selecting Browse. Multiple files can be selected in the same folder by using CTRL or Shift. You can see which files are selected by hovering your mouse over "# files".
 - i. Include the completed Sealing Cover Sheet. This is the application to file the document under seal.
 - c. The filer will receive a confirmation email stating that the document has been received by the Court and indicating the date and time that the document was uploaded.
 - d. The Judge will then have access to the sealed document.

Sealed Documents Filed on Totally Sealed Defendants (Non-Public Dockets)

1. Since the defendant's case is totally sealed, you will not be permitted to make a docket entry in CM/ECF, so go directly to the Court's public web site at www.nyed.uscourts.gov under the Attorney tab and select the link that says **Submit Sealed Documents to the Court**.
2. The first time you access the **Submit Sealed Documents to the Court** portal, you will be asked to create an account which will give you a Username and Password.
3. Once you have a Username and Password, you will be able to upload the document.
 - a. Select the Judge, Case Number, and Defendant Number. You will not have a document number since you did not make a docket entry, so place a **0** in that box.
 - i. If you are submitting a sealed document to the Duty Magistrate Judge, please select the name of the Magistrate Judge who is on duty.
 - b. Attach the sealed document by selecting Browse. Multiple files can be selected in the same folder by using CTRL or Shift. You can see which files are selected by hovering your mouse over the "# files".
 - i. Include the completed Sealing Cover Sheet. This is the application to file the document under seal.
 - c. The filer will receive a confirmation email stating that the document has been received by the Court and indicating the date and time that the document was uploaded.
 - d. The Judge will then have access to the sealed document.

Dated: August 8, 2025
Brooklyn, New York

s/Brenna B. Mahoney
Brenna B. Mahoney
Clerk of Court
United States District Court
Eastern District of New York