EXTERNAL PROCEDURES REGARDING HIGHLY SENSITIVE DOCUMENTS (HSD)

- Motion to designate filing as HSD in a non-sealed case:
  - ➢ If the motion is not sealed, please use the event "Motion to Designate Filing as HSD."
  - ➢ If the motion is sealed, please use the partially sealed event "Sealed Motion."
  - ➢ The proposed HSDs (2 paper copies or an electronic copy on a secure electronic device) should be delivered to the Clerk's Office, Room 1225, between the hours of 9:00 am – 4:00 pm. Before or upon arrival, please contact the Clerk's Office at 202-354-3120 or 202-354-3190. *At no time should proposed HSDs be placed in the after-hours drop box.*

- Motion to designate filing as HSD in a sealed case:
  - ➢ The motion and proposed HSDs (2 paper copies or an electronic copy on a secure electronic device) should be delivered to the Clerk's Office, Room 1225, between the hours of 9:00 am – 4:00 pm. Before or upon arrival, please contact the Clerk's Office at 202-354-3120 or 202-354-3190. *At no time should proposed HSDs be placed in the after-hours drop box.*

- Motion to designate existing CM/ECF filing as HSD in a case:
  - ➢ If the motion is public, please use the event "Motion to Designate Filing as HSD."
  - ➢ If the motion is sealed, please use the partially sealed event "Sealed Motion."
  - ➢ If the case is sealed, the motion (2 paper copies or an electronic copy on a secure electronic device) should be delivered to the Clerk's Office, Room 1225, between the hours of 9:00 am – 4:00 pm. Before or upon arrival, please contact the Clerk's Office at 202-354-3120 or 202-354-3190. *At no time should proposed HSDs be placed in the after-hours drop box.*

Note: For scenarios not outlined above, please contact the Clerk's Office for guidance.

For additional information regarding HSDs, please see the Standing Order issued January 12, 2021, on our website. For your convenience, you can click the following link:

https://www.dcd.uscourts.gov/sites/dcd/files/Standing%20Order%20No%2021-3%20in%20re%20procedures%20for%20the%20filing%2C%20service%2C%20and%20management%20of%20highly%20sensitive%20documents.pdf