

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF SOUTH CAROLINA**

IN RE:

PROCEDURES FOR THE FILING
OF SEALED DOCUMENTS.

MISC. NO. 3:25-mc-694-TMC

STANDING ORDER

In order to preserve the integrity of this Court's docket, it is hereby

ORDERED by the United States District Court for the District of South Carolina that, effective immediately, sealed documents may no longer be filed electronically on CM/ECF in civil and criminal cases. Instead, parties wishing to file any material under seal must file the documents by paper in person or by U.S. Mail.

Any materials that are permissibly filed under seal without the need for an accompanying motion to seal may continue to be filed under seal without a motion. Filing parties must deliver two copies of these documents to the Clerk's Office along with a certificate of service, when applicable, indicating the relevant parties were served in any manner specified in Fed. R. Civ. P. 5(b)(2) (other than via the court's electronic-filing system) or Fed. R. Crim. P. 49(a)(3)(B) or (a)(4).

The following procedures must be followed for documents requiring a motion to seal:

- a. For parties represented by counsel, the motion to seal must be filed electronically on CM/ECF, along with a proposed order and notice labeled "Confidential Information to be Submitted to Court in Connection with Motion to Seal." The notice serves as a placeholder to reserve a docket number for the proposed sealed document that cannot be filed electronically. Within 24 hours, not including intervening weekends and legal holidays, the filing party must deliver two copies of the proposed sealed document to the Clerk's Office for the Court's *in camera* review, along with a certificate of service, when applicable.

- b. For parties not represented by counsel, the filing party must file by paper two copies of a motion to seal, the proposed sealed document, and a certificate of service, when applicable.
- c. The filing party shall serve the proposed sealed document on the other parties by any manner specified in Fed. R. Civ. P. 5(b)(2) (other than via the court's electronic-filing system) or Fed. R. Crim. P. 49(a)(3)(B) or (a)(4).

ORDERED this __16th__ day of ____September_____, 2025.



Timothy M. Cain
Chief United States District Judge