

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ALASKA

IN RE: PROCEDURES FOR THE FILING OF
NON-PUBLIC DOCUMENTS

**MISCELLANEOUS GENERAL
ORDER 25-06**

Due to recent cyberattacks directed at public and private sector computer systems, including attacks directed at the judiciary, this Order is intended to better secure sealed, restricted, and ex parte filings (non-public documents). Public users will continue to have direct access to this Court's electronic filing system through Public Access to Court Electronic Records (PACER) and Case Management/Electronic Case Files (CM/ECF); this change is only to better protect non-public documents.

THE COURT FINDS that the best way to secure non-public documents while ensuring continued access to all public court records is to require that all sealed, restricted, and ex parte filings (non-public documents) be filed only by conventional paper filing.

IT IS THEREFORE ORDERED that effective August 21, 2025, all sealed, restricted, and ex parte documents filed in the District of Alaska's criminal and civil cases must be filed only by conventional paper filing, either in person or via U.S. mail at the Clerk's Office filing/intake counters at the Anchorage, Fairbanks, or Juneau, United States Courthouses. Non-public documents must no longer be filed in CM/ECF. This Order does not change the criteria that permit a document to be filed non-publicly but only changes the process for filing a non-public document. The service, filings, and wet signature requirements of conventional paper filings in Rule 5 of the Federal Rules of Civil Procedure shall apply. In addition, the conventional paper filing shall consist of the original filing and one copy.

IT IS FURTHER ORDERED that there will be no electronic access to sealed, restricted, and ex parte documents other than by court staff. Under the process described above, the Clerk's Office will docket non-public documents using existing CM/ECF events and entry restrictions and will attach a placeholder. A Notice of Electronic Filing (NEF) will still be generated, but there will be no hyperlinked document in the NEF notification or in CM/ECF, only the placeholder. When service of the non-public document is required, the party must serve the document in a secure and timely manner.

To the extent any prior Court orders, procedures, or local rules conflict with this Order, they are superseded; this Order is controlling.

DATED this 20th day of August, 2025.

/s/ Sharon L. Gleason

Hon. Sharon L. Gleason

Chief United States District Judge

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