



**United States Court
of International Trade**

OFFICE OF THE CLERK

One Federal Plaza

New York, NY 10278-0001

**Questions and Answers Regarding New Procedures for Sealed Documents
at the United States Court of International Trade**

In accordance with guidance from the Administrative Office of the United States Courts, Chief Judge Mark A. Barnett issued [Administrative Order 25-01](#) implementing new procedures concerning sealed documents. Below are answers to commonly asked questions regarding these new procedures:

Filing Documents with the Court

How do I file sealed documents with the Court?

Sealed documents must continue to be filed on the Court's Case Management/Electronic Case Filing System (CM/ECF) per the Rules of the Court and [existing procedures](#).

The filing and docketing procedures for sealed documents remain the same as before, though a certificate of service will be required for sealed documents filed with the Court.

When sealed documents are filed on CM/ECF, they will be replaced with a blank space holder file and will not be accessible or viewable by non-court users. The docket text for sealed documents will remain on the docket sheet.

Am I required to provide copies of sealed documents in paper form to the Court?

Unless specifically directed or ordered by a judge, parties are not required to provide hard copies of sealed documents to the Court.

Are there any changes regarding the filing, service, or access to public documents via CM/ECF?

No, the rules and procedures for filing, service, and access to public documents via CM/ECF remain the same.

Service of Sealed Documents Filed with the Court

How do I serve sealed documents on other parties in my case?

Please refer to the [Rules of the Court](#).

If a sealed document is filed in my case, will I receive a Notice of Electronic Filing (NEF)?

Yes, you will continue to receive NEFs when a sealed document is filed in your case, but receipt of an NEF no longer constitutes service.

To avoid being charged a fee by PACER, users should avoid clicking on the link to the document provided in the NEF.

You will also continue to receive NEFs for all other activity in your cases.

If the Court issues a sealed document, how will I be served?

The Clerk's Office will serve Court-issued sealed documents in paper form by mail or express delivery service as approved by the issuing judge.

If I am served with sealed documents via mail, do I get additional time to respond?

Please refer to the [Rules of the Court](#).

Requesting Copies of Sealed Documents

How can I request copies of sealed documents?

Parties with the right to access a sealed document in a case may contact the filer of the document, another party in the case, or the Clerk's Office to request a copy. [Copy fees](#), currently \$0.50 per page, will be applied to requests made to the Clerk's Office.

To request copies from the Clerk's Office, please call (212) 264-2971. Upon receipt of payment, the Clerk's Office will send you copies of the sealed document in paper form. Please note: The Clerk's Office is not permitted to send copies of sealed documents via email or other electronic means.

Unauthorized Access to Previously Filed Sealed Documents

Have any sealed documents in my cases been accessed by unauthorized persons?

The Court is not aware that sealed documents previously filed with the Court have been accessed by unauthorized persons in the context of the recent escalation in cyberattacks on the CM/ECF systems of federal courts.

Please stay tuned to the News & Announcement section of the Court's [website](#). The Clerk's Office may also send updates to the Court's bar via email.