



UNITED STATES DISTRICT COURT Southern District of Indiana

Laura A. Briggs, Clerk of Court

Birch Bayh Federal Building
& U.S. Courthouse, Room 105
46 East Ohio Street
Indianapolis, IN 46204
(317) 229-3700

U.S. Courthouse, Room 104
921 Ohio Street
Terre Haute, IN 47807
(812) 231-1840

Winfield K. Denton Federal Building
& U. S. Courthouse, Room 304
101 NW Martin Luther King Blvd.
Evansville, IN 47708
(812) 434-6410

Lee H. Hamilton Federal Building
& U.S. Courthouse, Room 210
121 West Spring Street
New Albany, IN 47150
(812) 542-4510

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NOTICE

Effective **January 4, 2016**, the United States District Court for the Southern District of Indiana will implement important new changes in the delivery of e-mailed Notices of Electronic Filing (NEFs). The court's CM/ECF system will begin generating NEFs for both docketed and e-filed events in **sealed cases** and for **sealed entries** in non-sealed cases.

Previously, e-mailed NEFs were generated for all case activity except for sealed entries/cases. Attorneys had been required to provide traditional service (by U.S. mail) of sealed documents, and copies of sealed orders/entries issued by the court were also distributed on paper by U.S. mail. **However, e-mailed NEFs will now be generated for ALL case activity, and attorneys may rely on electronic service for all filings - including sealed documents.**

IMPORTANT: Paper service of case documents is still required for all *pro se* parties.

Access to sealed cases and documents is restricted to authorized case participants only. Also, in order to protect the identity of parties and other information in sealed matters - NEFs sent for sealed events will display limited (redacted) data. Electronic access to sealed or restricted case documents viewed from NEFs will require authentication with an appropriate CM/ECF attorney user account. As with other NEFs, attorneys and secondary e-mail recipients will receive one "free look" for documents linked in sealed NEFs, without incurring PACER fees.

Sealed filings are governed by [Local Rule 5-11](#) and [Local Criminal Rule 49.1-2](#). Attorney e-filers are encouraged to review updates to the court's [ECF Policies and Procedures Manual](#) (Sections 11 and 18), which address changes in service requirements for sealed filings.

For more information, a helpful [Technical Guide for Using Notices of Electronic Filing \(NEFs\)](#) is available on the [E-Filing Resources](#) page of the court's website. It contains detailed procedures on accessing documents from sealed/redacted NEFs.