

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

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IN RE: AMENDED GENERAL RULES FOR FILING  
DOCUMENTS UNDER SEAL ORDER

ADMINISTRATIVE  
ORDER 460

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IT IS ORDERED that, except as provided in the paragraphs below, documents may be filed under seal only pursuant to a prior protective order or a contemporaneous motion to seal, which may also be filed under seal if necessary. Any document filed under seal must be followed by a separately-filed, unsealed version that redacts only truly confidential information allowed by the prior protective order or supported in the party's motion. The requirement of filing a separate redacted version shall not apply to the filing of a complete deposition transcript if required by court order. A redacted filing should be identical to the original filing, with the same main document and the same attachments, except that confidential information has been redacted, and the redacted version has been filed as a "Redacted Document." For additional guidance, refer to the court's [electronic filing procedures](#).

IT IS FURTHER ORDERED that because sealed documents cannot be viewed or accessed through the court's electronic filing system except by court personnel, sealed documents must be served on other parties outside of the electronic filing system. Service may be completed by other electronic means or by non-electronic means, in accordance with Fed. R. Civ. P. 5(b) and Fed. R. Crim. P. 49(a).

IT IS FURTHER ORDERED that in civil cases, only the following documents may be filed under seal without motion or further order of the court, and without an accompanying redacted version:

1. In accordance with 31 U.S.C. § 3730(b), documents filed in a pending action under the False Claims Act, until the court lifts the seal;

2. Requests for administrative warrants, where counsel believes that sealing is required to ensure the safety of any person or entity, where advance knowledge of the inspection may impede the purpose of the inspection, or to otherwise protect a substantial public interest;
3. Applications and supporting documents requesting a delayed notification order under the Right to Financial Privacy Act, 12 U.S.C. § 3409;
4. Applications and supporting documents requesting an order granting a pre-judgment remedy under the Federal Debt Collection Procedure Act, 28 U.S.C. §§ 3101-3105; and
5. In cases involving inmates, any portion of a presentence investigation report, including any addenda.

IT IS FURTHER ORDERED that in criminal cases only the following documents may be filed under seal without motion or further order of the court and without an accompanying redacted version, provided counsel has a good-faith belief that sealing is required to ensure the safety, privacy, or cooperation of a person or entity, or to otherwise protect a substantial public interest:

1. Documents filed pre-indictment;
2. Documents filed in a sealed case post-indictment and prior to the first defendant being arrested;
3. Search warrants, applications, and affidavits, including warrants for tracking devices;
4. Requests, orders, and progress reports relating to the interception of communications pursuant to 18 U.S.C. §§ 2516 and 2518;
5. Applications and orders for information pursuant to 18 U.S.C. § 2703;

6. Requests and orders for tax return information pursuant to 26 U.S.C. § 610;
7. Victim Impact Statements;
8. Motions for sentence variance or reduction based on substantial assistance pursuant to Fed. R. Crim. P. 35 or § 5K1.1 of the United States Sentencing Guidelines, including supporting documents;
9. Sentencing memoranda;
10. Presentence investigation reports and any addenda or objections;
11. Requests and orders for pen register or trap-and-trace information under 18 U.S.C. §§ 3122 and 3123;
12. Financial affidavits (CJA 23);
13. Appointments of, and authority to pay, court-appointed counsel until a case is closed (CJA 20);
14. Requests for defense experts (CJA 21);
15. Requests for subpoenas and writs *ad testificandum* until disposition of charges;
16. Motions to appoint new counsel, or to withdraw as counsel;
17. Motions for a competency exam.

Entered February 5, 2026.

BY THE COURT:

/s/

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JAMES D. PETERSON  
Chief Judge