



- i. A represented party shall file a motion to treat a document as an HSD and a proposed order electronically under Fed. R. Bankr. P. 9018, except that a copy of the proposed HSD shall not be filed electronically. The motion shall explain why the proposed document constitutes an HSD or why it should otherwise be subject to the heightened protection for HSDs. Not all documents that meet the criteria for filing under seal will qualify for treatment as an HSD.
  - ii. As soon as practicable after the motion is filed, the filing party shall deliver to the clerk's office the proposed HSD along with a certificate of service in the form of a paper copy. These documents should be packaged as specified in paragraph 3.b.
  - iii. The filing party shall serve the proposed HSD on the parties as specified in paragraph 3.c.
  - iv. The Court will issue an order on the motion and, if granted, an informational entry will be made on the case docket indicating that the HSD has been filed with the Court. The clerk's office will maintain the HSD in a secure paper filing system.
- b. Pro se parties
- i. Pro se parties shall submit to the clerk's office for filing a motion to treat a document as an HSD, the proposed HSD, and a certificate of service in the form of a paper copy. These documents should be packaged as specified in paragraph 3.b. The motion shall explain why the proposed document should be subject to the heightened protection for HSDs.
  - ii. The filing party shall serve the proposed HSD on the parties as specified in paragraph 3.c.
  - iii. The Court will issue an order on the motion and, if granted, an informational entry will be made on the case docket indicating that the HSD has been filed with the Court. The clerk's office will maintain the HSD in a secure paper filing system.

### **3. Filing of Authorized HSDs**

- a. A party filing an HSD pursuant to a court order or applicable law shall submit to the clerk's office the HSD, the certificate of service, and, if applicable, a copy of the order authorizing the treatment of that document as highly sensitive in the form of a paper copy.
- b. The required documents, unfolded, shall be submitted to the clerk's office in a sealed envelope marked "HIGHLY SENSITIVE DOCUMENT." The outside of the envelope shall be affixed with a copy of the HSD's caption page (with confidential information redacted). The envelope must then be placed in a larger envelope that is addressed to the divisional office where the judge assigned to the matter is chambered. The outermost envelope must NOT have any indication that a proposed HSD is enclosed.

- c. The filing party shall serve the HSD on the parties in accordance the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules for the Middle District of North Carolina, as applicable.
- d. The clerk's office will make an informational docket entry in the Court's electronic filing system indicating that the HSD was filed with the Court and will maintain the HSD in a secure paper filing system.

**4. Service of Highly Sensitive Court Orders**

If the Court determines that a Court order contains highly sensitive information, the clerk's office will file and maintain the order in a secure paper filing system and will serve paper copies of the order on the parties via mail.

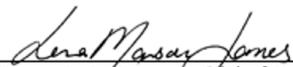
**5. Removal of Existing HSDs or Highly Sensitive Cases from the Court's Electronic Filing System**

- a. Upon motion of a party or upon its own motion, the Court may determine that a document, case, or any portion of it, that has been filed electronically is highly sensitive and direct that the HSD or case be removed from the Court's electronic filing system and maintained by the clerk's office in a secure paper filing system.
- b. A party's motion to remove an HSD or highly sensitive case from the Court's electronic filing system shall explain why such document or case is highly sensitive or why it should otherwise be subject to the heightened protection for HSDs.

**6. Questions about HSD Filing Procedures**

Any questions about how an HSD should be filed with the Court pursuant to this order should be directed to the clerk's office at 336-358-4000.

**IT IS SO ORDERED**, this 20<sup>th</sup> day of April 2021.

  
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Lena M. James, Chief Judge  
United States Bankruptcy Court

  
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Catharine R. Aron, Judge  
United States Bankruptcy Court

  
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Benjamin A. Kahn, Judge  
United States Bankruptcy Court