

---

---

**UNITED STATES DISTRICT COURT**  
**WESTERN DISTRICT OF NORTH CAROLINA**

---

NOTICE OF HIGHLY SENSITIVE DOCUMENT

v.                   Plaintiff(s)

Case Number

Defendant(s)

---

**NOTICE OF HIGHLY SENSITIVE DOCUMENTS (“HSDs”)**  
**IN BOTH CIVIL AND CRIMINAL CASES**

**INSTRUCTIONS:**

- 1) **FILE NOTICE** – Complete the necessary information listed above. File this notice in ECF **in place of** the document that contains Highly Sensitive Information, using the normal ECF event you would use to file a sealed document, (i.e., sealed motion, sealed response, sealed document). By signing and filing this Notice, **you represent to the Court** that the Highly Sensitive Document (HSD), you are providing contemporaneously herewith falls within the very narrow parameters of an HSD, as defined in the Court’s Standing Order 3:21mc5, and warrants greater protection than a document that may be filed under seal.
- 2) **PRINT, ATTACH & SEAL**– Print the filed “Notice” from ECF as well as a copy of the NEF (Notice of Electronic Filing). Attach both documents and a certificate of service to the sealed HSD documents, Place inside an envelope marked “HIGHLY SENSITIVE DOCUMENT (HSD).”
- 3) **COURTESY COPIES** – Please provide in the envelope two additional courtesy copies of the documents from step 2 for the presiding judge.
- 4) **DELIVER** - Contemporaneously with the filing of the “Notice” in ECF, mail or hand deliver the envelope to the Clerk’s Office.

s/

---

Signature

---

Date