

**FILED**

NOV 7 2018

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF NORTH CAROLINA  
18-SO- 3

PETER A. MOORE, JR., CLERK  
US DISTRICT COURT, EDNC  
BY  DEP CLK

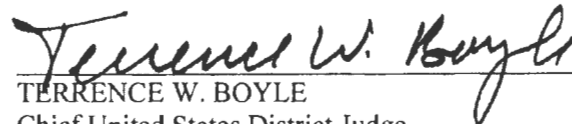
IN RE: )  
ACCESS TO SEALED CASES ) STANDING ORDER  
AND DOCUMENTS IN CM/ECF )

After careful consideration, the court finds that support staff employed by the United States Probation Office for this district should be provided access to sealed documents in the CM/ECF electronic court filing system to enable the Probation Office to more efficiently and effectively carry out its duties and responsibilities under law than it can presently do when only officers within the Probation Office have such access. The court finds that the terms of access provided for herein are more than sufficient to ensure the confidentiality of sealed documents in the CM/ECF system. The court, in its discretion, therefore orders that support staff employed by the Probation Office be granted sealed access to the CM/ECF system, and that officers employed by the Probation Office continue to have such access, on the following terms:

1. Support staff must be employed a minimum of two years prior to being granted access.
2. Should there be a breach of confidentiality by any officer or support staff, adverse action up to and including termination shall be implemented.
3. Support staff shall attend training regarding accessing unauthorized records and not sharing confidential information before being given the access provided for herein.
4. Upon separation of any officer or support staff from the Probation Office, the employee's access to CM/ECF shall be terminated.
5. The Probation Office shall respond within two days to inquiries by the court as to the business need for why a sealed case was accessed.

6. The Chief U.S. Probation Officer shall notify the Clerk of Court when support staff meet the prerequisites of employment and training herein for sealed CM/ECF access.
7. The Clerk of Court shall provide sealed CM/ECF access to each individual who is the subject of such a notification within seven days after the Clerk receives the notification.
8. The Clerk shall make any other adjustments in the CM/ECF system necessary to effect support staff access provided for herein within 14 days of entry of this Order.

SO ORDERED. This 7 day of November 2018.

  
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TERRENCE W. BOYLE  
Chief United States District Judge