

GENERAL ORDER NO. 96- 7

**FILED**  
U.S. DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

**MAY 14 1996**

**DAND J. MALAND, CLERK**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF TEXAS**

**GENERAL ORDER AMENDING LOCAL RULE 14 REGARDING THE  
DISPOSITION OF EXHIBITS AND/OR SEALED DOCUMENTS**

It is hereby ORDERED that the following amendments to Local Rule 14, having been approved by the judges of the court, is adopted for immediate implementation [Note: New language in the rule appears as **redline** text]:

**RULE 14**

**DISPOSITION OF EXHIBITS AND/OR SEALED DOCUMENTS BY CLERK**

Thirty days after a civil or criminal action has been finally disposed of by the appellate courts or from the date the appeal time lapsed, the Clerk is authorized to **take the following actions:**

**(a) Unsealed exhibits.** Destroy any exhibits filed therein which have not been previously claimed by the attorney of record for the party offering the same in evidence at the trial;

**(b) Sealed exhibits/documents.** Unseal and file in the original case file any documents which have been filed of record and ordered sealed by the Court, except *in camera* documents and presentence investigation reports as specified below. The Clerk shall timely notify all parties in the case that the sealed documents will be unsealed and filed in the original case file at the conclusion of the thirty-day period, unless otherwise ordered by the Court.

**(1) Unfiled *In camera* exhibits/documents.** All unfiled confidential documents and/or exhibits submitted to the Court for *in camera* inspection in all civil and criminal actions shall be claimed by the party(ies) submitting same after final disposition of all matters in

controversy has been made. The Clerk shall provide timely written notification to the party(ies) who submitted the confidential materials that they will have thirty days to claim these materials. If no response is received to this notification at the conclusion of the thirty-day period, the confidential matters shall be destroyed by a suitable method to be determined by the Clerk; and

(c) Sealed Presentence Investigation Reports. Scan the original documents into electronic images that are stored on the court's computer system in lieu of maintaining the original paper copies. The Clerk shall ensure that the database of scanned images is maintained for the foreseeable future, and that no unauthorized access of the stored images occurs. [end of rule text]

Signed this 10<sup>th</sup> day of May, 1996.

**FOR THE COURT:**



RICHARD A. SCHELL  
Chief Judge

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**NOTICE REGARDING DISPOSITION OF SEALED DOCUMENTS**

Cause Number: \_\_\_\_\_

Style of Case: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

\_\_\_\_\_ Final disposition of the above-styled matter has occurred. Per Local Rule 14 (b) of the United States District Court, Eastern District of Texas, you are hereby advised that all sealed documents that were *filed of record* in the case will be unsealed and filed in the original case file on or after \_\_\_\_\_, unless otherwise ordered by the Court. If you wish to avoid this result, you must file a motion with the Court by the date specified above.

\_\_\_\_\_ Final disposition of the above-styled matter has occurred. Per Local Rule 14 (b)(1) of the United States District Court, Eastern District of Texas, you are hereby advised that all documents submitted for *in camera* inspection in the case will be destroyed on or after \_\_\_\_\_. If you wish to avoid this result, you must claim the *in camera* documents by this date.

DAVID J. MALAND, CLERK

By \_\_\_\_\_  
Deputy Clerk