

IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA

4:95MC40111

**ADMINISTRATIVE ORDER REGARDING
SEALING AND UNSEALING OF INDICTMENTS**

The following procedure shall be followed in sealing and unsealing indictments and other documents relating to grand jury proceedings:

(1) **Sealing of Indictment.** If the United States Attorney and the Grand Jury desire to seal an indictment at the time it is returned (and any related documents), the United States Attorney shall prepare and present a motion to seal the case and a proposed order to the judicial officer handling the grand jury proceedings.

The motion to seal shall be case specific, setting out briefly the justification for sealing. If the United States Attorney desires that the motion or other related documents also be sealed, the proposed order should so direct the Clerk.

(2) **Unsealing of Indictment.**

(a) A sealed indictment shall not be unsealed by the Clerk except by court order. In all routine cases, an indictment shall remain sealed until the first named defendant is arraigned in the Northern District of Florida.

(b) Unless a motion to continue the seal is made by the government or the defendant, the judicial officer shall verbally enter an order to unseal the indictment at the time of the arraignment of the first defendant in this district. Upon motion and for good cause shown, the judicial officer may order the indictment to remain sealed, with the names of the co-defendants redacted from the copy presented to the defendant being arraigned. The government shall provide a proposed redacted copy of the indictment with the motion for consideration.

U.S. DISTRICT COURT
NORTHERN DIST. FLA.
TALLAHASSEE, FLA.

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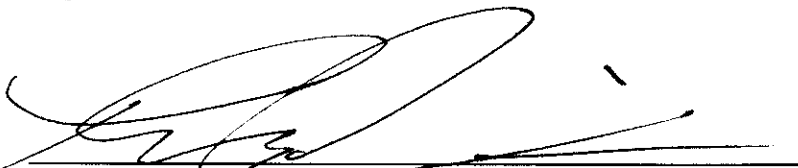
(3) Copies of Sealed Indictments.

(a) For arrest warrants, a copy of the sealed indictment, along with the order sealing same, shall be forwarded to the United States Marshals Service for service upon the defendant, along with the warrant of arrest prepared by the United States Attorney and issued by the Clerk's office.

(b) In those cases in which a sealing order has been entered, it shall be the responsibility of the United States Attorney to provide redacted copies of the indictment and other sealed documents for disclosure to the defendants.

(c) When a defendant is arrested in another district and the Clerk receives a request from that district court for a copy of an indictment for the purposes of a first appearance, probable cause hearing, or other proceeding, the Clerk shall immediately contact a judicial officer of this court to obtain written or verbal authorization to forward a copy of the sealed indictment to the other district. Transmission of the sealed indictment may be ordered only after notice to the United States Attorney, who shall have an opportunity to move to redact the names of co-defendants. Verbal transmittal authorization by the judicial officer shall be confirmed by written order as promptly as possible.

DONE AND ORDERED this 30th day of June , 1998.


ROGER VINSON
Chief Judge