

Requesting a Sealed Document

On September 24, 2025, the Court adopted [General Order 25-17](#) setting out new procedures for accessing sealed documents in civil and criminal cases. Pursuant to that order, sealed documents are not available for accessing, viewing, or downloading in CM/ECF. U.S. Probation and Pretrial Services documents, which are all restricted, are subject to these updated procedures. If an attorney or self-represented party requires a copy of a sealed document(s) that is not accessible via CM/ECF, you must follow these steps to request a copy:

1. You must contact the Clerk's Office in Phoenix at (602) 322-7200 and in Tucson at (520) 205-4200 to request a copy of the sealed document(s).
2. Before providing a copy of the sealed document(s), the Clerk's Office will confirm that you are: counsel of record or a self-represented litigant in the case; and that you are entitled to access the document(s) sealed by the Court. Once this information is confirmed, the Court will provide you with access to the sealed document(s) by U.S. Mail or in-person.

U.S. Probation and Pretrial Services documents, which are all restricted, are subject to these updated procedures. However, all disclosures of Probation & Pretrial Services documents will be facilitated using a secured electronic method. A person authorized to receive these documents can request a copy by contacting the assigned probation officer.

Access Provided by U.S. Mail or In-Person: The Clerk's Office will provide copies of sealed document(s) by U.S. Mail or in-person pickup. To receive the sealed document(s) via this method, the requestor must first pay for copies of the sealed document(s) at the current copy fee rate as set by the [District of Arizona Fee Schedule](#). Sealed documents will only be mailed to the attorney or self-represented litigant at the address listed on the docket. If the sealed document(s) are picked up at the Courthouse, they will only be given to the attorney or self-represented litigant who made the request. Clerk's Office staff will not provide sealed materials to individuals other than the attorney or self-represented party requesting the materials.