

**IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE: UPDATED PROCEDURES FOR THE	)	
FILING, UNSEALING, AND	)	
MANAGEMENT OF PROBATION AND	)	
SUPERVISED RELEASE VIOLATION	)	<b>ADMINISTRATIVE ORDER 2025- 11</b>
DOCUMENTS IN CASES WHERE AN	)	Misc. No. 2:24-mc-10001
ARREST WARRANT OR SUMMONS	)	
IS ISSUED UNDER SEAL,	)	
SUPERSEDING ADMINISTRATIVE	)	
ORDER 2024-04	)	

**ORDER OF COURT REGARDING UPDATED PROCEDURES FOR THE FILING,  
UNSEALING, AND MANAGEMENT OF PROBATION AND SUPERVISED RELEASE  
VIOLATION DOCUMENTS IN CASES WHERE AN ARREST WARRANT OR SUMMONS  
IS ISSUED UNDER SEAL, SUPERSEDING ADMINISTRATIVE ORDER 2024-04**

**WHEREAS** the United States Probation & Pretrial Services Office for the Western District of Pennsylvania (the “Probation Office”) recommends the revocation of probation or supervised release by filing a Form Probation 12C, which is entitled “Petition for Warrant or Summons for Person Under Supervision” or “Supplemental Petition for Warrant or Summons for Person Under Supervision” (the “Petition”);

**WHEREAS** on April 29, 2024, this Court entered an Administrative Order Regarding Procedures for the Filing, Unsealing, and Management of Probation and Supervised Release Violation Documents in Cases Where an Arrest Warrant or Summons is Issued Under Seal (Administrative Order 2024-04), which sets forth the procedures for the filing and unsealing of Petitions;

**WHEREAS** amendments to those procedures are necessary to account for the unsealing of Petitions in cases in which the Court issues an arrest warrant on the Petition and the arrest warrant is lodged as a detainer;

**WHEREAS** the Petition and documents relating to the Petition, such as the violation worksheet (collectively the “USPO Revocation Documents”), are filed under seal by the Probation Office in order to promote the safety of probation officers and law enforcement personnel in the event that the Court issues an arrest warrant in connection with the Petition;

**WHEREAS** the Court issues an Order on the Petition, which Order sets forth: i) the action that will be taken on the Petition, if any, ii) whether the Order on the Petition will be filed under seal, and iii) whether the USPO Revocation Documents will remain under seal when the Order is filed;

**WHEREAS**, if the Court’s Order on the Petition is for the issuance of an arrest warrant or a summons and the Order is filed under seal, then the USPO Revocation Documents will remain

under seal until the arrest warrant or summons has been executed or the arrest warrant is lodged as a detainer (the “Sealed Revocation Documents”); and

**WHEREAS** all Sealed Revocation Documents must be unsealed and made available to all counsel before the Court conducts any hearing related to the Petition.

**IT IS HEREBY ORDERED** that, effective the date of this Order and until such time as the Court orders otherwise, when the Court, via a judicial officer, enters a Sealed Order on a Petition that includes issuance of an arrest warrant or a summons, the following procedures apply:

1. As soon as is practical after the Court issues the Sealed Order on a Petition, but before the arrest warrant or summons is executed or the arrest warrant is lodged as a detainer, the Probation Office will provide a copy of all Sealed Revocation Documents to the United States Attorney’s Office for the Western District of Pennsylvania (“USAO”) via electronic mail or otherwise so that preparation for proceedings related to the Petition may begin. The Probation Office will include the following statement each time that any Sealed Revocation Documents are provided to the USAO:

*“The attached documents are transmitted for the sole purpose of allowing the USAO to begin preparing for revocation proceedings related to the attached Petition or a Petition previously sent to your office. These documents are presently filed under seal and will not be unsealed until the arrest warrant has been executed, the summons has been served, the arrest warrant has been lodged as a detainer, or further Order of Court, whichever is applicable to this case. While sealed, the attached documents cannot be used for any purpose other than preparing for anticipated proceedings related to the Petition. While sealed, the documents cannot be disclosed to any other individual or entity for any other reason. Local Criminal Rule 49E does not apply to the attached documents. The Court will unseal these documents after receiving notice that the arrest warrant has been executed, the summons has been served, or the arrest warrant has been lodged as a detainer, or by further Order of Court, whichever is applicable to this case.”*

2. Once the Court receives notice from the United States Marshals Service that a sealed arrest warrant or summons has been executed or the arrest warrant has been lodged as a detainer, as soon as is practicable and prior to any initial appearance by the defendant on the Petition, the Court will unseal any Sealed Revocation Documents that were previously provided to the USAO pursuant to paragraph 1 of this Order and issue a notice to all counsel of record, the Probation Office, the Office of the Federal Public Defender, and the USAO that the Sealed Revocation Documents have been unsealed.
3. The Sealed Revocation Documents will be disclosed to the USAO before they are provided to defense counsel, therefore, judicial officers should be prepared to consider granting motions to continue hearings and other proceedings related to the Petition when in the interests of justice or otherwise necessary to provide defense counsel adequate time to prepare for the involved proceeding or hearing; and

**IT IS FURTHER ORDERED** that if the Court's Order on the Petition is filed under seal, but no warrant or summons is issued, the procedures set forth immediately above do not apply; and

**IT IS FURTHER ORDERED** that the Order Regarding Procedures for the Filing, Unsealing, and Management of Probation and Supervised Release Violation Documents in Cases Where an Arrest Warrant or Summons is Issued Under Seal (Administrative Order 2024-04) is **HEREBY SUPERSEDED** by this Order.

FOR THE COURT,

Dated: July 21, 2025

/s/ MARK R. HORNAK

Mark R. Hornak

Chief United States District Judge