

Letters regarding Sentencing Hearings in Criminal Cases

Beginning August 1, 2013, all letters regarding Sentencing Hearings must be provided in portable document format (PDF), preferably PDF/A (a standardized version of PDF specialized for the digital preservation of electronic documents). Defense counsel and counsel for the USA must send such letters to the following email address: letters@ndp.uscourts.gov. The subject line of the email must contain the defendant's last name and the case number (i.e., Smith 1:13-cr-001).

All letters regarding Sentencing Hearings in criminal cases will be filed electronically by the Office of Probation and Pretrial Services. Letters must not be filed electronically by the parties. Letters will be filed at the time the Presentence Investigation Report (PSI) is filed. For those letters received after the PSI is filed, Probation and Pretrial Services will file such letters as soon as they are received. The accessibility to the letters will be restricted to the court and case participants.

Amended August 1, 2013
Amended August 5, 2011
Effective October 1, 2007