



OPENING ENCRYPTED EMAILS FROM THE COURT

- ✓ Paragraph 2 of General Order No. 26-004 entered on March 16, 2026, authorized the clerk's office to transmit sealed and restricted documents generated by the court to counsel and self-represented parties who have registered to receive electronic notification by secure electronic means.
- ✓ The clerk's office will utilize the encryption functions available in Microsoft Outlook to send secure emails with sealed and restricted documents. Below are the instructions for opening those encrypted emails.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions

Recipient's View

1. The recipient will receive an email like this:

UTDECF CLERK (utdecf_clerk@utd.uscourts.gov) has sent you a protected message.



Read the message

[Learn about messages protected by Office 365 Message Encryption.](#)

[Privacy Statement](#)

Email encryption powered by Office 365. [Learn More](#)
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

2. They click on the Read the Message button, and it presents the following:

UTDECF CLERK (utdecf_clerk@utd.uscourts.gov) has sent you a protected message.



Sign in to view the message



Sign in with a One-time passcode

[Need Help?](#)

[Privacy Statement](#)

NOTE: an email sent to a uscourts.gov account will bypass these security features and allow the recipient to immediately open it.

- If the email was sent to an account such as Google, Yahoo, or even Microsoft, clicking the top Sign in button will open the message.
- By clicking the Sign in with a One-time passcode button a new tab will open to this screen:

We sent a one-time passcode to briantaylor@briantaylor.org.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

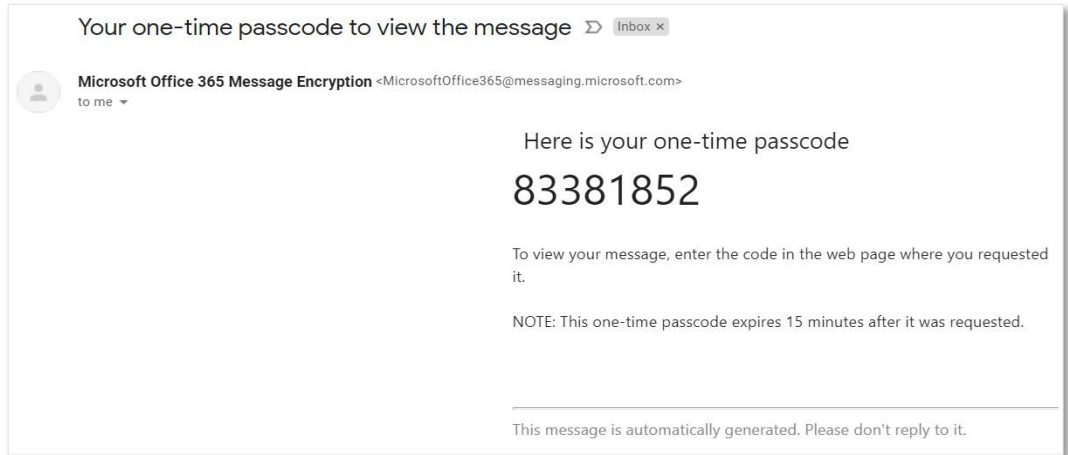
One-time passcode

This is a private computer. Keep me signed in for 12 hours.

[→](#) Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

- Return to the account the email was sent to. A second email with the passcode will appear:



- Input the passcode into the first tab. The contents of the email will then open:

