



**NOTICE OF ELECTRONIC AVAILABILITY
OF CASE FILE INFORMATION
(AMENDED TO COMPLY WITH THE AUGUST 2, 2004
AMENDMENTS TO THE E-GOVERNMENT ACT OF 2002)**

Please be informed that documents filed in civil and criminal cases in this court are available to the public electronically over the Internet via ACE. Any subscriber to ACE will be able to read, download, store and print the full content of scanned and electronically filed documents. Documents that have been sealed or otherwise restricted by court order will not be made electronically available.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via ACE. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:

- a. **Social Security numbers.** If an individual's Social Security number must be included in a document, only the last four digits of that number should be used.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. **Dates of birth.** If an individual's date of birth must be included in a document, only the year should be used.
- d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. **Criminal cases.** Omit the home address of any individual (e.g., victims).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may:

- a. file an unredacted document under seal. This document shall be retained by the court as part of the record. Or
- b. file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, also require the party to file a redacted copy for the public file.

Since filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, exercise caution when filing a document that contains any of the following information:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. § 114(s).

Consider accompanying any such filing with a motion to seal. Until the court has ruled on any motion to seal, no document that is the subject of a motion to seal, nor the motion itself or any response thereto, will be available electronically or in paper form.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review filings for redaction.**