

Amended Privacy Policy and Public Access to Electronic Files

The Court will not provide public access to the following documents under any circumstances: unexecuted warrants of any kind; pretrial bail or presentence investigation reports; statement of reasons in the judgments of conviction; juvenile records; and sealed documents.

In compliance with the E-Government Act of 2002, and to promote electronic access to case files while also protecting personal privacy and other legitimate interests, a party wishing to file a document containing the personal data identifiers listed below may file an unredacted document under seal. The document must contain the following heading in the document, "SEALED DOCUMENT PURSUANT TO E-GOVERNMENT ACT OF 2002." This document must be retained by the Court as part of the record until further order of the court. The party must also file a redacted copy of this document for the public file, with redactions of personal identifiers as indicated:

- 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 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 must be included, only the last four digits of these numbers should be used.
- e. **Criminal Cases.** Omit the home address of any individual (e.g., victims).

The responsibility for redacting personal information **rests solely with counsel, the parties or any other person preparing or filing the document.** The Clerk will not review each document for compliance with this policy.

Social Security cases will be excluded from remote public access, except by judiciary employees, members of the Office of the United States Attorney, and litigants and their counsel in Social Security cases. Access to Social Security cases will only be allowed through a login and password system.

The Court will continue to limit remote electronic public access to criminal case file documents in compliance with the Judicial Conference Policy.