

Rule 5 - 2.17 Redaction of Personal Data Identifiers

(A) Required Redaction.

In compliance with the policies of the Judicial Conference of the United States and the E-Government Act of 2002, promoting electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers from all documents filed with the Court, including exhibits to such filings, unless otherwise ordered by the Court:

(1) **Social Security Number.** Only the last four digits of a Social Security number may be listed in the filing.

(2) **Names of Minor Children.** Only the initials of minor children may be listed in the filing.

(3) **Dates of Birth.** Only the year of birth may be listed in the filing.

(4) **Financial Account Numbers.** Only the last four digits of financial account numbers may be listed in the filing.

(5) **Home Addresses.** The home address of a non-party should not appear in any filing. If a home address must be included, only the city and state may be listed.

(B) Required Filing. Parties must, in addition to the redacted filing, file under seal with the Court either (1) an unredacted copy of the document, or (2) a reference sheet containing a key to the redacted personal identifiers. All paper documents filed under seal are subject to the provisions of Local Rule 13.05.

(C) **Responsibility for Redaction.** The responsibility for redaction rests solely with the filing party. The Clerk of Court will not review each filing for compliance with this rule.

(New Rule added July 10; effective August 28, 2006)