

November 1, 2004

**United States District Court**

**Northern District of West Virginia**

**Policy**

**Addressing Judicial Conference Privacy Policy**

**Regarding Public Access to Electronic Case Files**

***IN COMPLIANCE WITH THE AUGUST 2, 2004 AMENDMENTS TO THE***

***E-GOVERNMENT ACT OF 2002***

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote 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 data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

a. **Social Security numbers.** If an individual's Social Security number must be included in a pleading, 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 pleading, 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. **Home Address.** If a home address must be included in a document to be filed, only the city and state shall be included.

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

a. File a redacted, unsealed version of the pleading along with 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

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list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as a right, or

b. with approval of the court, file an unredacted version of the document under seal. The court may, however, still require the party to file a redacted copy for the public file.

The unredacted version of the document or the reference list remain sealed and retained by the court as part of the record.

**The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.**