

## LOCAL CRIMINAL RULE 12.7

12.7 Privacy - 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 and other papers, including exhibits thereto, maintained electronically on the Court's CM/ECF system, 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 addresses - If a home address must be included, only the city and state should be listed.

Redaction of personal identifiers is not required for administrative records and transcripts in social security cases, the state-court record in habeas corpus cases, or for other documents that may not be maintained electronically under Local Civil Rule 5.7(d)(ii).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The party is required to file a redacted copy for inclusion in the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties.