

CV 115-116

United States District Court  
Southern District of Georgia

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, as amended, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, any party or person filing pleadings or other documents with the Court shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all such pleadings or documents, including exhibits thereto, whether filed electronically or conventionally in paper form, unless otherwise ordered by the Court:

- a. **Social Security numbers.** If an individual's Social Security number must be included in a pleading or 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, 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.

A party or person wishing to file a document containing the personal data identifiers listed above may

- a. file an unredacted version of the document under seal, 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 personal data identifier. The reference list must be filed under seal and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the Court as part of the record. A party or person filing under seal an unredacted document containing personal data identifiers shall file simultaneously a redacted copy of the document for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the filing party or person. The Clerk will not review each pleading or document for compliance with this rule.

*Senique Knuckles*  
8/3/15

## I. PRIVACY

### 1. Redacted Documents

Pursuant to the E-Government Act of 2002, the policy of the Judicial Conference of the United States, parties are required to omit, or where inclusion is necessary, partially redact the following personal data identifiers from all pleadings or documents, whether filed electronically or conventionally, unless otherwise ordered by the Court:

- a. **Minor's names:** use minor's initials;
- b. **Financial account numbers:** identify the name or type of account and financial institution where maintained, but use only the last four numbers of the account number;
- c. **Social Security numbers or taxpayer identification numbers:** use only the last four numbers;
- d. **Dates of birth:** use only the year; and
- e. **Addresses:** in criminal cases, use only city and state.

A party wishing to file a document containing the personal data identifiers specified above may file conventionally under seal either an unredacted version of the document or a reference list containing the complete personal data identifiers. A party must, however, electronically file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the filing party or person. The Clerk will not review documents for compliance with this rule, or redact documents, whether filed electronically or in paper form.

### 2. Other Sensitive Information

Counsel and parties are reminded that all documents filed with the Court, whether filed electronically or conventionally in paper form, will be electronically available over the Internet unless that document is placed under seal. Counsel and parties are further reminded that in addition to the personal data identifiers listed above, other sensitive information implicating not only privacy but also personal security concerns may be prohibited or restricted from disclosure by federal or state statutes or by rule. Counsel and parties, therefore, must exercise caution when filing documents that contain the following information:

- a. Records of medical, psychological, or psychiatric treatment or diagnosis;
- b. A personal identifying number, such as a driver's license number;
- c. Employment history;
- d. Individual financial account identifiers;
- e. Proprietary or trade secret information;
- f. Information regarding an individual's cooperation with the government;
- g. Information regarding the victim of any criminal activity;

- h. National security information; and
- i. Sensitive security information as described in 49 U.S.C. § 114(s).

Where the inclusion of such sensitive information is relevant and necessary to the case, counsel and the filing party should redact such information before submitting the document for the public file.