

Notice of Electronic Availability of Case File Information

The Office of the Clerk is now imaging pleadings for posting to WebPACER through the court's Internet website. Any subscriber to WebPACER will be able to read, download, store and print the full content of imaged documents. The clerk's office is not imaging or posting documents sealed or otherwise restricted by court order.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:

- 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 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 document, 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.

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

- a. file an unredacted document under seal. This document shall be retained by the court as part of the record; 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 identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

Regardless of whether an unredacted copy or list is filed under seal, **a redacted copy for the public record must be filed contemporaneously with the document under seal.**

In addition, exercise caution when filing documents that contain the following:

1. Personal identifying number, such as driver's license number;
2. medical records, treatment and diagnosis;
3. employment history;
4. individual financial information; and
5. proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review each pleading for redaction.**

The General Order of the Middle District of Louisiana setting forth the court's privacy policy regarding public access to electronic case files is available on the Court's web site at www.lamd.uscourts.gov or in the office of the Clerk of Court.

**LAWRENCE TALAMO, CLERK
UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA**