

Notice of Electronic Availability of Criminal and Civil Case File Information

Please be advised that pleadings and documents filed in civil and criminal cases in this court are now available to the public electronically.

The Office of the Clerk is now imaging pleadings and documents 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. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. The following personal data identifiers must be partially redacted from the document whether it is filed traditionally or electronically:

- a. **Social Security numbers.** If an individual's Social Security number must be included, 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, unless for a pro se litigant.

In compliance with the E-Government Act of 2002, a party 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. The court may, however, still require the party to file a redacted copy for the public file.

Because filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, exercise caution when filing a document that contains any of the following information and consider accompanying any such filing with a motion to seal. Until the court has ruled on any motion to seal, no document that is the subject of a motion to seal, nor the motion itself or any response thereto, will be available electronically or in paper form.

- 1) any personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. § 114(s).

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 documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers. The Clerk will not review each pleading for compliance with this rule.**

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.