

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA

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SIGN _____
by DEPUTY CLERK

GENERAL ORDER

NUMBER: 2004-06

ELECTRONIC AVAILABILITY OF CASE FILE INFORMATION

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.

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

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- 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

The unredacted version of the document or the reference list 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 shall be filed contemporaneously with the document under seal.**

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.

Baton Rouge, Louisiana, this 24 day of August, 2004.



FRANK J. POLOZOLA, CHIEF JUDGE
MIDDLE DISTRICT OF LOUISIANA



RALPH E. TYSON
UNITED STATES DISTRICT JUDGE



JAMES J. BRADY
UNITED STATES DISTRICT JUDGE



JOHN V. PARKER
UNITED STATES DISTRICT JUDGE