

**United States District Court
Eastern District of Virginia**

**Guide to
February 15, 2005 Local Rule Amendments
Concerning Personal Identifiers**

Amendments to Local Civil Rule 7 and Local Criminal Rule 47 require attorneys to redact certain personal identifiers from documents filed with the court. The personal identifiers that should be redacted are:

1. Social Security numbers. Only the last four digits should be included.
2. Names of minors. Only the minor's initials should be included.
3. Dates of birth. Only the year of birth should be included.
4. Financial account numbers. Only the last four digits should be included.
5. Home addresses. Only the city and state should be included. The Local Rules make an exception for the home addresses of pro se litigants (including those who are prisoners).

If a party absolutely must include a complete personal identifier in a document they file with the court, they have two options:

1. File a redacted version of the document, which will be placed in the public file, as well as an un-redacted version for filing under seal.
2. File a redacted version of the document, which will be placed in the public file, along with a reference list for filing under seal. The reference list would contain the complete identifiers and their corresponding redacted identifiers.

The responsibility for redacting personal identifiers rests solely with the party filing the document. The Clerk's Office will not review incoming documents for the identifiers, nor redact them if they are included. Attorneys must use one of the two solutions listed above when filing documents that include personal identifiers.

Some common documents that include personal identifiers are:

- The Criminal Case Cover Sheet, which contains home addresses, dates of birth and Social Security Numbers.
- Subpoenas, which contain home addresses.
- Requests for authorization to hire an expert, which may contain the expert's home address or Social Security number.