

Policies and Procedures

Redaction of Personal Identifiers

Pursuant to the Local Rules of this Court and the E-Government Act of 2002, filing users must redact the following kinds of information before filing a document either electronically or on paper:

- Social Security Number,
- Minor name,
- Birth date,
- Account number, and
- Home addresses (criminal cases only, unless the Court directs otherwise).

For more information, please refer to Local Civil Rule 7, Local Criminal Rule 47, and the [Guide to Redacting Personal Identifiers](#) which was made available by the Court in 2005 when the aforementioned Local Rules were amended.

The easiest and best way to redact a document is to print it, mark through the personal identifiers, and then scan the document to PDF. If you choose to electronically redact a document, please be aware that you may need to take extra steps to insure that personal identifiers remain redacted. Please see the links below for additional information.

<http://www.fas.org/sgp/othergov/dod/nsa-redact.pdf>
