

Notice to Pro Se Litigants and Attorneys Practicing in the Eastern District of Virginia

Reminder: All filings with the court - including attachments - must comply with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and home addresses in criminal cases, may not appear, except as allowed by the applicable rule. Pursuant to Local Civil Rule 7(C)(2) and Local Criminal Rule 47(C)(2), counsel and the parties (to include pro se litigants) are responsible for redacting personal identifiers in documents to be filed with the Court whether the document is a paper document or an electronic document. The clerk will not review each pleading for redaction.

Recently an electronic document was filed which had not been redacted correctly. The Court would like to remind attorneys that the easiest way to redact a document is to print the document, mark through the sensitive information, and then scan the document to PDF. If you choose to electronically redact a document, please see the link below for additional information.

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