

## Policies and Procedures – Redaction of Personal Identifiers

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### **Redaction of Personal Identifiers**

Pursuant to the Local Civil Rule 7, Local Criminal Rule 47 of this Court and the E-Government Act of 2002. You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via CM/ECF and/or PACER ([Redaction Guide](#)). The following personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically:

1. Minors' names: Use only the minors' initials;
2. Social security numbers: Use only the last four numbers;
3. Dates of birth: Use only the year of birth;
4. Financial account numbers: Identify the type of account and the financial institution, and use only the last four numbers of the account number;
5. Home addresses: Use city and state. (Criminal only)