

Redaction Guide

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.

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>

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA**

[Plaintiff's Name]

Case Number: *[Case Number]*

Plaintiff(s)

v.

[Defendant's Name]

Defendant(s)

**REFERENCE LIST OF
PERSONAL IDENTIFIERS
FILED UNDER SEAL PURSUANT TO THE
FED. R. CIV. P. 5.2 AND
FED. R. CRIM. P. 49.1**

The following personal identifiers have been redacted pursuant to the Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1. Below is a listing of the complete personal identifier and its corresponding partially redacted version. The redacted version will be used in lieu of, and shall be construed to refer to, the corresponding complete identifier in filings in the above referenced case.

Description of Identifiers Redacted	Complete Identifier	Partially Redacted Identifier
Social Security Number	123-45-6789	XXX-XX-6789
Financial Account Number	987-66-54-321	XXX-XX-X4-321
Name of Minor Child	Jane Doe	J.D.
Date of Birth	07-04-2004	2004
Home Address (criminal cases only)	123 Main St Smithville, MN 12345	Smithville, MN