IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA

CLERK'S OFFICE U.S. DIST COURT
AT ABINGDON, VA
FILED

NOV - 1 2004

JOHN F. CORCORAN, CLERK
BY: DEPUTY CLERK

	)	
IN RE: REDACTION OF PERSONAL DATA	)	STANDING ORDER
IDENTIFIERS FROM ALL PLEADINGS	)	No. 04-1 Amended
	)	

AMENDED TO COMPLY WITH JUDICIAL CONFERENCE POLICY ON PRIVACY AND PUBLIC ACCESS TO ELECTRONIC CRIMINAL CASE FILES ADOPTED SEPTEMBER 2004

(New material underscored)

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, **whether filed electronically or in paper**, unless otherwise ordered by the Court.

A. **Social Security numbers**. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

B. **Names of minor children**. If the involvement of a minor child must be mentioned, only the initials of that child should be used.

C. **Dates of birth**. If an individual's date of birth must be included in a pleading, only the year should be used.

D. **Financial account numbers**. If financial account numbers are relevant, only the last four digits of these numbers should be used.

E. **Home addresses.** If home addresses are relevant, only the city and state should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may

a. file an unredacted version of the document under seal, or

b. file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All

references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the record in the same manner as other sealed materials. The court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

The effective date of this Standing Order as amended is November 1, 2004.

IT IS SO ORDERED.

Dated this 1st day of November 2004.

FOR THE COURT

James P. Jones

Chief Judge