

FILED

JUL 11 2008

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS

CLERK, U.S. DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS
EAST ST. LOUIS OFFICE

IN RE: REDACTION OF PERSONAL DATA
IDENTIFIERS FROM ALL PLEADINGS

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ADMINISTRATIVE
ORDER NO. 107

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 form**, unless otherwise ordered by the Court.

- A. **Social Security Numbers.** If an individual's social security number must be included in a document, 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 document, 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 must be used, use only the city and state.
- F. **Drivers License Numbers.** Use the last four numbers only.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above **must file a redacted version in the public file**. In addition to the public filing a party may file, **but is not required to file**, the personal data identifiers listed above by

- a. filing 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.

- b. filing an unredacted version of the document under seal.

Parties are responsible for maintaining possession of original, unredacted documents, and information redacted from publicly filed documents. Upon request, counsel may be required by the Court to furnish the unredacted information.

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 Administrative Order as amended is July 15, 2008.

IT IS SO ORDERED.

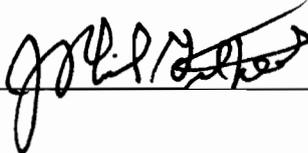
Dated this 8th day of July, 2008.



David R. Herndon, Chief Judge



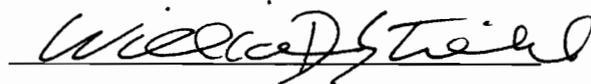
G. Patrick Murphy, District Judge



J. Phil Gilbert, District Judge



Michael J. Reagan, District Judge



William D. Stiehl, Senior Judge