

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

FILED
MAR 15 2012
CLERK, U.S. DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS
EAST ST. LOUIS OFFICE

IN THE MATTER OF:

Redaction of Personal Data
Identifiers from All Pleadings.

Amended Administrative Order No. 107

**AMENDED ORDER REGARDING REDACTION
OF PERSONAL DATA IDENTIFIERS FROM ALL PLEADINGS**

In compliance with the policy of the Judicial Conference of the United States, the E-Government Act of 2002, Federal Rule of Civil Procedure 5.2, and Federal Rule of Criminal Procedure 49.1, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, a party or nonparty 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, 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.** *In criminal cases only*, if home addresses must be used, use only the city and state.
- F. **Driver's License Numbers.** Use the last four numbers only.

A party or nonparty 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 or nonparty may, but is not required to file, the personal data identifiers listed above by filing (a) a reference list under seal, or (b) an unredacted version of the document under seal. A reference list shall contain the complete personal data identifier and the

redacted identifier used in its 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.

Filers 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.

IT IS ORDERED.

This Amended Order is dated this 15th day of March, 2012.



HONORABLE DAVID R. HERNDON
Chief United States District Judge