

**United States District Court  
Western District of Louisiana**

**Notice Regarding Privacy and Public Access  
to Electronic Civil and Criminal Case Files  
August 2004**

The Office of the Clerk of Court is now imaging pleadings for posting to PACER through the court's Internet website. Any subscriber to PACER will be able to read, download, store and print the full content of imaged documents.

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 PACER. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically, including social security numbers, financial account numbers, dates of birth, the names of minor children, and home addresses.

**In compliance with the E-Government Act of 2002 (amended August 2, 2004), a party wishing to file a document containing the personal data identifiers specified above may**

**A. File an unredacted version of the document under seal.** This document shall be retained by the court as part of the record. **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 to 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. It shall be retained by the court as part of the record.

The court may, however, still require the party to file a redacted copy for the public file.

In addition, please exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as a driver's license number.
- 2) Medical records, treatment and diagnosis;
- 3) Employment history;
- 4) Individual financial information; and
- 5) Proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **The responsibility for redacting these personal identifiers rests solely on counsel and the parties. The Clerk will not review each document for compliance with this rule.**

**CLERK OF COURT  
ROBERT H. SHEMWELL**