

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF INDIANA

IN RE:

PRIVACY AND PUBLIC ACCESS TO  
**CRIMINAL ELECTRONIC CASE FILES**

General Order 2005-4

ORDER

IT IS HEREBY ORDERED that in compliance with the policy of the Judicial Conference of the United States, and in order to promote public electronic access to case files while also protecting sensitive information and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court.

- (1) **Social Security numbers.** If an individual's Social Security number must be included, only the last four digits of that number should be used.
- (2) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- (3) **Dates of birth.** If an individual's date of birth must be included, only the year should be used.
- (4) **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
- (5) **Home addresses.** If a home address must be included, only the city and state should be listed.

A party wishing to file a document containing the personal data identifiers listed above may

- (1) file an unredacted version of the document under seal, or
- (2) 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. 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.

This policy shall go into effect after notice to the bar and public and will apply to all documents filed on or after the effective date.

IT IS SO ORDERED this 13<sup>th</sup> day of June, 2005.

/s/ Robert L. Miller, Jr.  
Robert L. Miller, Jr., Chief Judge

/s/ William C. Lee  
William C. Lee, Judge

/s/ James T. Moody  
James T. Moody, Judge

/s/ Allen Sharp  
Allen Sharp, Judge

/s/ Rudy Lozano  
Rudy Lozano, Judge

/s/ Philip P. Simon  
Philip P. Simon, Judge

/s/ Theresa L. Springmann  
Theresa L. Springmann., Judge