

Notice of Electronic Availability of Civil Case File Information

The United States District Court for the Central District of Illinois accepts electronically filed pleadings and makes the content of these pleadings available on the court's Internet website via the Case Management/Electronic Case Files ("CM/ECF") system and/or PACER.¹ Any subscriber to CM/ECF and/or PACER will be able to read, download, store, and print the full content of electronically filed documents.² The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order.

You shall 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 CM/ECF and/or WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically, as follows:

1. Minors' names: Use the minors' initials;
2. Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
3. Social Security numbers: Use only the last four numbers;
4. Dates of birth: Use only the year;
5. Addresses: Use only City and State;
6. Signatures: Use s/name;
7. Driver's License numbers: Use only last four numbers; and
8. Other data as permitted by order of the court.

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, Pub. L. No. 107-347 and its amendments, a party wishing to file a document containing the personal data identifiers specified above shall modify or partially redact all pleadings and exhibits, whether filed electronically or in paper form unless otherwise ordered by the Court. A party wishing to file a document containing the personal data identifiers listed above shall file an unredacted document under seal or 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. Upon a showing that the redacted information is both relevant and legitimately needed, the Court may, in its discretion, order the information disclosed to counsel for all parties. (See *Civil Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means in the United States District Court for the Central District of Illinois.*)

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 with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.**

¹Remote electronic access to pleadings filed in civil social security cases is limited to counsel of record and court staff. Non-parties have direct access to the pleadings on file at the Clerk's Office.

²Exhibits or documents over two megabytes may be maintained in paper form only and would only be available at the Clerk's Office.