



Notice Regarding Electronic Case Files, Public Access and Privacy

The United States District Court for the Eastern District of Michigan maintains cases electronically via the Case Management/Electronic Case Files (“CM/ECF”) system. The contents of all documents filed are available to any subscriber to WebPACER. WebPACER or authorized CM/ECF users are able to view, download, store and print the contents of electronically maintained case documents. Documents that have been sealed or otherwise restricted by court order are not available for viewing.

Documents that are filed with the court should not include sensitive information. Personal information not otherwise protected will be made available over the Internet via WebPACER. The following personal data identifiers **must be partially** redacted from documents, whether filed traditionally or electronically: Social Security numbers to the last four digits; financial account numbers to the last four digits; names of minor children to initials; dates of birth to the year; and home addresses to the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. The document will be retained by the court as part of the record. Parties filing unredacted documents under seal, must also file a redacted copy for the public file.

Because filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, **exercise caution** when filing a document that contains any of the following information and consider accompanying any such filing with a motion to seal:

- 1) personal identifying number, such as a driver's license number
- 2) medical records, treatment and diagnosis
- 3) employment history
- 4) individual financial information
- 5) proprietary or trade secret information
- 6) information regarding an individual's cooperation with the government
- 7) information regarding the victim of any criminal activity
- 8) national security information and
- 9) sensitive security information as described in 49 U.S.C. § 114(s)

Until the court has ruled on a motion to seal, all documents that are the subject of the motion, including the motion, will not be available electronically or in paper form.

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. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers.

The clerk will not review filings for redaction.