

**United States District Court
District of Massachusetts**

**Notice of Electronic Availability of Case File Information
January 1, 2006**

The Office of the Clerk is now accepting electronically filed pleadings and making the content of these pleadings available on the Court's Internet web site via WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed documents. The Clerk's Office will not make electronically available documents that have been sealed or otherwise restricted by court order.

In compliance with the Policy of the Judicial Conference of the United States and the E-Government Act of 2002, do not include sensitive information in any document filed with the Court unless such inclusion is necessary and relevant to the case. Any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, regardless of whether the document is filed traditionally or electronically: social security numbers; financial account numbers; dates of birth; names of minor children and home addresses.

- a. **Social security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be identified.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be identified.
- c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be identified.
- d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be identified.
- e. **Home Addresses.** If a home address must be included, only the city and state should be identified.

In compliance with the E-Government Act of 2002 and the August 2, 2004 Amendments, a party filing a document that contains the personal data identifiers specified above may:

- a. File an unredacted document under seal pursuant to LR 7.2. This document shall be retained by the Court as part of the record; or
- b. File a reference list under seal pursuant to LR 7.2. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) 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 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, exercise caution when filing documents that contain the following:

- a. Personal identifying number, such as driver's license number;
- b. Medical records, treatment and diagnosis;
- c. Employment history;
- d. Individual financial information; and
- e. Proprietary or trade secret information.

Counsel is requested 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 pleadings comply with the rules of this Court requiring redaction of personal data identifiers. The Clerk will not review each pleading for redaction.**

SPECIAL NOTICE TO SOCIAL SECURITY ATTORNEYS

It is your responsibility to provide the U.S. Attorney's Office with the social security number of the plaintiff upon the filing of a social security action.