



UNITED STATES DISTRICT COURT

Eastern District of Wisconsin

William C. Griesbach, Chief Judge • Jon W. Sanfilippo, Clerk of Court



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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 CM/ECF and/or PACER. The following personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically:

1. Minors' names: Use only the minors' initials;
2. Social security numbers: Use only the last four numbers;
3. Dates of birth: Use only the year of birth;
4. Financial account numbers: Identify the type of account and the financial institution, and use only the last four numbers of the account number;
5. Home addresses: Use city and state. (Criminal only)

A party wishing to file a document containing the personal data identifiers specified above may move for leave to file an unredacted document under seal. If the court grants the motion, the court will retain the paper document as part of the record. In granting the motion, the assigned judge may require the party to file a redacted copy for public access.

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

1. Personal identifying numbers, such as driver's license numbers.
2. Medical records, treatment and diagnosis.
3. Employment history.
4. Individual financial information.
5. Proprietary or trade secret information.
6. Information which may identify an individual cooperating with the government.
7. Information regarding the victim of any criminal activity.
8. National security information.
9. Sensitive security information as described in 49 U.S.C. § 114(s).

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. It is the sole responsibility of counsel to make sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers .

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