

**United States District Court
Southern District of West Virginia**

**Notice of Electronic Availability of Case File Information
Amended to comply with the E-Government Act of 2002**

Documents filed in all cases in this Court are now available to the public electronically through PACER- CM/ECF. The Clerk's office, however, is not imaging or posting documents that are sealed or otherwise restricted by court order.

Filers shall not include sensitive information in any document filed with the Court. Filers must remember that any personal information not otherwise protected will be available over the Internet. Filers must partially redact the following personal data identifiers whether filing traditionally or electronically: Social Security numbers to the last four digits, financial account numbers to the last four digits, names of minor children to the initials, dates of birth to the year, and home address to the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the above personal identifiers may file an unredacted copy under seal. The Court will retain this document as part of the record, yet the party must file a redacted copy for the public file.

Because filings will be available remotely and may contain information implicating not only privacy, but also personal security concerns, filers must exercise caution when filing a document that contains any of the information listed below and consider filing a motion to seal. Until the Court has ruled on any motion to seal, neither the document that is subject to a motion to seal nor the motion itself or any response thereto will be available electronically or in paper form. Protected information includes:

- 1) any personal identifying number (e.g., driver's license number, Social Security number);
- 2) medical records, including both 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;
- 9) sensitive security information as described in 49 U.S.C. § 114(s).

Counsel should share this notice with all clients to help them make informed decisions about the inclusion of certain material. It is the sole responsibility of counsel and the parties to ensure that all documents comply with the general order requiring redaction of personal data identifiers. The Clerk will not review each pleading for redaction.

A copy of the General Order Addressing Judicial Conference Privacy Policy Regarding Public Access to Electronic Case Files entered by the District Court on April 14, 2003, is available at <http://www.wvsd.uscourts.gov>, or upon request by calling 304-347-3000.

Date: June 1, 2004


Teresa L. Deppner, Clerk