

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy



James T. Foley Courthouse
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MEMORANDUM

TO: All Members of the NDNY Bar and Public
FROM: John M. Domurad
DATE: September 22, 2004
SUBJECT: Availability of documents filed in Criminal cases via the Internet

Pursuant to the new Judicial Conference Policy on Privacy and Public Access to Electronic Criminal Case Files, all criminal case file documents that are filed after **November 1, 2004**, that are available to the public at the courthouse will be available to the public via the Court's electronic access system (PACER). The Court reminds counsel and litigants that the Local Rules require that the filer of a document redact the following personal identifiers from the document, whether they file the document electronically or in paper form:

- 1) Social Security numbers to the last four digits;
- 2) financial account numbers to the last four digits;
- 3) names of minor children to the initials;
- 4) dates of birth to the year; and
- 5) home addresses to city and state

The filer of the document has the sole responsibility for redacting this information from the document. The Clerk will not review each pleading for compliance with this Rule.

Additionally, because filings will be electronically available and may contain information implicating not only privacy but also personal security concerns, the Court encourages counsel and litigants to exercise caution when filing a document that contains any of the following information:

- 1) any personal identifying number, such as 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)

If you have any questions regarding this new policy, please feel free to contact any of the Court's Help Desks at:

Syracuse: (315) 234-8687

Albany: (518) 257-1815

Binghamton: (607) 779-2671

Utica: (315) 266-1195

Sincerely,

John M. Domurad

Chief Deputy