Updated 12/22/20

UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF NEW YORK

PRIVACY NOTICE

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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 PACER. If sensitive information must be included, the following personal identifiers must be partially redacted from the document, whether it is filed traditionally or electronically:

- ✓ **Social Security Numbers and Taxpayer Identification Numbers**. If an individual's social security number or taxpayer identification number must be included in a document, only the last four digits of that number should be used.

- ✓ **Names of Minor Children**. If the involvement of a minor child must be mentioned, only the initials of that child should be used.

- ✓ **Dates of Birth**. If an individual's date of birth must be included in a document, only the year should be used.

- ✓ **Financial Account Numbers**. If financial account numbers are relevant, only the last four digits of these numbers should be used.

- ✓ **Home Addresses**. If home addresses must be used, use only the City and State.

- ✓ **Names of Sexual Assault Victim**s: If the involvement of a sexual assault victim must be mentioned, use only information that does not tend to identify the victim, redacting the name to "Victim 1", "Victim 2", etc.

<u>It is the sole responsibility of the pro se litigant and/or counsel</u> to be sure that all documents comply with the Federal Rules and the rules of this Court requiring redaction of personal identifiers. **The Clerk will not review each document for compliance with this rule.** See Fed.R.Civ.P. Rule 5.2 and Civil Local Rule 5.2 for civil cases and Fed.R.Crim.P. Rule 49 and Criminal Local Rule 49.1 for criminal cases for the complete rule. **Papers not in compliance with this rule may be stricken from the record.**