Updated 1/1/26

UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF NEW YORK

PRIVACY NOTICE

The Federal Judiciary makes documents available electronically through the Court's Case Management Electronic Case Filing System (CM/ECF). **Documents filed by *Pro Se* parties will be electronically scanned and uploaded into CM/ECF.** The content of those documents will also be made available on the Court's Internet webpage via PACER (Public Access to Court Electronic Records). Any subscriber to PACER will be able to read, download, store and print the full contents of the electronically filed documents. The Clerk's Office will not publicly post documents sealed or otherwise restricted by court order (See also General Order #22).

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's first and last name 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. This does not include a pro se party to the action who is required to list their full address, phone number, and email address (if consenting to electronic service or who has e-filing privileges).

✓ **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.

✓ **Driver's license numbers, medical records, employment history, and individual financial information**: These documents should be redacted when possible. If the entirety of the document is needed to prove your case, you must comply with Local Rule 5.2(b) and Local Rule 5.3.

If disclosure of the redacted personal identifiers mentioned above is essential to prove your case, you should submit a redacted copy of the document to file on the public docket with a motion requesting permission to submit an unredacted copy under seal pursuant to Local Rule 5.2(b) and Local Rule 5.3.

It is the sole responsibility of the pro se litigant and/or counsel to be sure that all documents comply with the Federal Rules and the Local 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.

You are cautioned that failure to redact these personal identifiers may subject you to the Court's full disciplinary power. See L.R. 5.2. Papers not in compliance with this rule may be stricken from the record.