

U.S. DISTRICT COURT
N.D. OF N.Y.
FILED
September 12, 2014
LAWRENCE K. BAERMAN, CLERK

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



GENERAL ORDER #52

NOTICE: Letters Regarding Sentencings

So Ordered: September 12, 2014



Gary L. Sharpe
Chief Judge
U.S. District Court

NOTICE: Letters Regarding Sentencings

Please be advised that effective immediately letters regarding sentencings that are submitted to the District Court may, at the discretion of the presiding judge, be electronically available for viewing at the public terminal in the Clerk's Office.

Individuals who intend to submit a letter regarding a defendant must comply with the following directives:

- **Social Security or Taxpayer Identification Numbers.** If an individual's social security or taxpayer identification number must be included, 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, only the year should be used.
- **Financial Account Numbers.** if financial account numbers are relevant, only the last four digits of these number should be used.
- **Home Addresses in Criminal Cases.** If a home address must be included, only the city and state should be listed.

Individuals should exercise caution in including other sensitive personal data such as medical history, employment history, financial information or information regarding an individual's cooperation with the government.

Attorneys are urged to share this notice with their clients, and when appropriate, with individuals who intend to submit a letter so that an informed decision can be made about inclusion of sensitive information. It is the responsibility of the filer, not the Clerk's Office, to review documents to determine if letters should be modified to exclude personal identifiers and/or sensitive personal data.

For further information, see Fed. R. Crim. P. 49.1 and NYND Local Rules of Crim P. 1.3.