

IN THE UNITED STATES DISTRICT COURT  
FOR THE  
WESTERN DISTRICT OF TENNESSEE

FILED BY *JW* D.C.

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*Effective Jan 1, 2006 JW*  
THOMAS M. GOULD  
CLERK, U.S. DISTRICT COURT  
WD OF TN, MEMPHIS

Re: Compliance with E-Government ) Administrative Order  
Act of 2002 – Filing of Papers ) No. 2005- *28*  
in Civil and Criminal Cases )

ADMINISTRATIVE ORDER

This Administrative Order supercedes any prior Administrative Order regarding the need to redact certain personal information contained in court filings.

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002 (Pub. L. No. 107-347) and its subsequent amendments of August 2, 2004 (H.R. 1303), and in order to promote electronic access to civil and criminal case files while protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact, where inclusion of such information is necessary, the following personal data identifiers from all papers filed with the Court, including any exhibits thereto, whether filed electronically or in the more traditional paper format, unless otherwise ordered by the Court:

- a. **Social Security Numbers.** If an individual's social security number must be included in a paper, only the last four digits of that number may be used and the number specified in substantially the following format: XXX-XX-1234.
- b. **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child may be used.
- c. **Dates of Birth.** If an individual's date of birth must be included in a paper, only the year may be used and the date specified in substantially the following format: XX/XX/1998.

- d. **Financial Account Numbers.** If a financial account number must be included in a paper, only the last four digits of these numbers may be used and the number specified in substantially the following format:  
XXXXX1234.
- e. **Driver's License Numbers and State Issued Personal Identification Card Numbers.** If an individual's driver's license number or state-issued personal identification card number must be included in a paper, only the last four digits of that number should be used and the number specified in substantially the following format: X-XXX-XXX-XX1-234.
- f. **Home Address.** If an individual's home address must be included in a paper, only the city and state should be used.

Parties wishing to file a paper containing a complete personal data identifier listed above shall file an unredacted version of that paper under seal and shall separately file a redacted version not under seal. The unredacted version of that paper shall be retained by the Court as part of the record, and the redacted version shall be used as part of the public case file.

Parties shall also exercise caution when filing papers that contain the following:

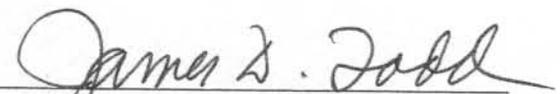
- 1. Medical records, treatment and diagnosis;
- 2. Employment history;
- 3. Individual financial information;
- 4. Proprietary or trade secret information;
- 5. Information regarding an individual's cooperation with the government;
- 6. Information regarding the victim of any criminal activity;
- 7. National security information; and
- 8. Sensitive security information as described in 49 U.S.C. § 114(s).

The responsibility for redacting these personal data identifiers rests solely with counsel and the parties filing papers containing such personal information, and the Court and Clerk of Court shall not review each such paper to ensure compliance with this Administrative Order.

This Administrative Order shall become effective on January 1, 2006.

Dated: 13 December 2005

For the Court:

  
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James D. Todd  
Chief Judge