FILED

APR - 8 2003

U. S. DISTRICT COURT
EASTERN DISTRICT OF MO
ST. LOUIS

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI

IN RE:	)	
	)	REDACTION OF CIVIL
	)	PERSONAL DATA IDENTIFIERS
BUSINESS OF THE COURT	)	

ADMINISTRATIVE ORDER

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests,

IT IS HEREBY ORDERED that parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers in civil pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

a. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number may be used.

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 pleading, only the year may be used.

d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers may be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the non-public record, subject to the provisions of Local Rule 13.05. The court may, however, still require the party to file a redacted copy of the document for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not be required to review each pleading for compliance with this policy.

This administrative order shall apply to pleadings filed on and after April 16, 2003.

SO ORDERED this 8th day of April, 2003.

Carol E. Jackson

Carol E. Jackson
Chief United States District Judge