

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

IN RE:

NOTICE OF ELECTRONIC
AVAILABILITY OF CASE
FILE INFORMATION

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STANDING ORDER NO. 03-3

ORDER

Effective April 16, 2003 the Clerk of Court is hereby directed to provide the attached Notice of Electronic Availability of Case File Information to counsel and parties in accordance with the privacy policy of the Judicial Conference of the United States regarding Public Access to Electronic Case Files and the E-Government Act of 2002.

Such notice shall be posted on the court's Internet website and also disseminated through manual or electronic means. This order supersedes Standing Order #02-5 dated June 5, 2002.



THOMAS I. VANASKIE, Chief Judge
Middle District of Pennsylvania

Dated: April 16, 2003

Notice of Electronic Availability of Case File Information

The Office of the Clerk for the United States District Court, Middle District of Pennsylvania is now accepting electronically filed documents and making the content of these documents available on the court's Internet website via WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed documents. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order.

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 WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically: Social Security numbers, financial account numbers, dates of birth and the names of minor children.¹

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may also file an unredacted document under seal along with the required redacted document. The unredacted document shall be retained by the court as part of the record.

In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. It is the sole responsibility of counsel and the parties to be sure that all pleadings and other papers comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review each document for redaction.

¹*Documents in social security cases and criminal cases may be excluded from the redaction requirement as they are not electronically available to the public over the Internet pursuant to the privacy policy of the Judicial Conference of the United States. However, when ordered by the court upon the agreement of the parties, a high profile criminal case may be accessed electronically when it is for the convenience of the parties and in the public interest to do so.*