

Notice of Electronic Availability of Civil Case File Information CM/ECF IMPLEMENTATION

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

Rev. 12/1/04

The United States District Court for the District of Connecticut implemented electronic filing and case management (CM/ECF) in October 2003. **As of January 5, 2004, when filing original paper documents with the court, all counsel of record are required to supply a PDF formatted version of the document on a computer disk. Disks will be returned to counsel by mail if a return envelope is supplied or counsel may retrieve disks from the clerk's office.** As of August 2004, the court began accepting pleadings filed electronically over the internet in selected cases. The content of electronically filed pleadings are 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. However, the clerk's office will not make available electronically filed documents that have been sealed or otherwise restricted by court order. Attorneys receiving e-mail notification of filings are permitted one free access. For additional access opportunities and for other interested viewers there are minimal charges associated with case access and a WebPACER password is required.

When submitting electronic documents, **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 pleading by the filer**, whether it is filed in the conventional manner (in paper) or electronically over the internet: ***Social Security numbers to the last four digits, financial account numbers to the last four digits, dates of birth to the year and names of minor children to the initials.***

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file a motion requesting permission to file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file. In addition, exercise caution when filing documents that contain the following:

- A. Personal identifying number, such as driver's licence number;
- B. Medical records, treatment and diagnosis;
- C. Employment history;
- D. Individual financial information; and
- E. Proprietary or trade secret information.

Counsel are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials can be made. If a redacted document is filed, it is the **sole responsibility of counsel and the parties** to be sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers. **THE CLERK WILL NOT REVIEW EACH PLEADING FOR REDACTION.**

SPECIAL NOTICE TO SOCIAL SECURITY ATTORNEYS

You should not include sensitive information, including Social Security numbers, in documents filed electronically. It is your responsibility to provide the U.S. Attorney's Office with the Social Security number of the plaintiff upon the filing and service of a new Social Security complaint. This may be accomplished by writing to: AUSA Ann M. Nevins, U.S. Attorney's Office, 915 Lafayette Blvd., Room 309, Bridgeport, CT 06604.