

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

IMPORTANT INFORMATION....PLEASE READ CAREFULLY

NOTICE TO PRO SE LITIGANTS

All documents that you file with the court will be available to the public on the internet through PACER (Public Access to Court Electronic Records) and the Court's Case Management and Electronic Case Filing (CM/ECF) system.

YOU ARE RESPONSIBLE FOR PROTECTING YOUR IDENTITY FROM POSSIBLE THEFT. YOU MUST REMOVE CERTAIN PERSONAL IDENTIFYING INFORMATION FROM ALL DOCUMENTS BEFORE YOU SUBMIT THE DOCUMENTS TO THE COURT FOR FILING. IT IS NOT THE COURT'S RESPONSIBILITY TO REMOVE PERSONAL IDENTIFYING INFORMATION FROM YOUR DOCUMENTS BEFORE THEY ARE ELECTRONICALLY DOCKETED.

Under the Privacy Policy of the Judicial Conference of the United States, and pursuant to the Local Rules of this Court, a litigant, whether represented by counsel or appearing pro se, must not put certain types of the litigant's (or any other person's) personal identifying information in documents submitted for filing to any United States District Court. This rule applies to ALL documents submitted for filing, including pleadings, exhibits to pleadings, discovery responses, and any other document submitted by any party for filing. If the litigant finds it necessary to submit a document containing personal identifying information, the litigant must "black out" or redact the personal identifying information prior to submitting the document to the Office of the Clerk of Court for filing.

Types of personal information that MUST be removed or redacted from documents before filing:

- **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number shall be used.
- **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child shall be used.
- **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year shall be used.
- **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers shall be used.
- **Juror Information.** If a document containing identifying information about a juror or potential juror must be filed (e.g., verdict form or indictment), all personal information identifying a juror or potential juror must be redacted.
- **Other sensitive personal information** of the litigant (or any other person) that should be considered for possible removal or redaction includes:
 - any personal identifying number, including a driver's license number
 - medical records
 - employment history
 - individual financial information
 - proprietary or trade secret information
 - information regarding an individual's cooperation with the government
 - information regarding the victim of any criminal activity
 - national security information
 - sensitive security information