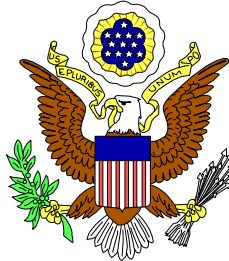


IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO



NOTICE TO COUNSEL  
NO. 04-37

(Implementation of Judicial Conference Policy on Privacy  
and Public Access to Electronic Criminal Case Files)

Please be informed that documents in criminal cases in this court are now available to the public in the Court's electronic case filing system. Accordingly, you should not include sensitive information in any document filed with the court (civil or criminal), because any personal information, not otherwise protected, will be made available over the Internet via WebPACER.

To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, Pub. L. No. 107-347, filing parties shall omit or, where inclusion is necessary, partially redact the following personal data identifiers from all pleadings, documents, and exhibits, whether filed electronically or on paper, unless the assigned judge orders otherwise.

1. Minors' names - use the minors' initials
2. Financial account numbers - identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number
3. Social security numbers - use only the last four numbers
4. Dates of birth - use only the year
5. Home addresses - use only the city and state

Also, counsel must exercise caution when filing a document containing any of the following information, which may bear on personal security concerns.

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

However, a party may file under seal a document containing the unredacted personal data identifiers listed above. This document shall be retained by the court as part of the record. The court may, however, also require the party to file a redacted copy for the public file.

**Do not use “blackout feature” or “black highlighting” in electronic docketing (as opposed to scanned) because data carries through.**

**The responsibility for redacting personal data identifiers rests solely with counsel and the parties.** The Clerk's Office will not review documents for compliance with this rule, seal on its own motion documents containing personal data identifiers, or redact documents, whether filed electronically or on paper.

For additional information and procedure refer to the Court's Manual of Procedures for Civil and Criminal cases available at our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov)

BY ORDER OF THE COURT.

In San Juan, Puerto Rico, this 12<sup>th</sup> day of November, 2004.

FRANCES RIOS DE MORAN, ESQ.  
CLERK OF COURT