

PRIVACY NOTICE

The United States District Court for the Western District of Missouri is an electronic case management court (CM/ECF). Pleadings are filed electronically and are available on the court's Internet website. Any subscriber to CM/ECF and/or PACER will be able to read, download, store and print the full content of electronically filed documents with the exception of exhibit attachments to documents in excess of 10-15 pages, Social Security cases and criminal cases. Some exhibit attachments are being maintained in paper only and will be available in the clerk's office. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order. Attorneys of record in a case are given one free access to view each electronic document. For additional access opportunities and for other interested viewers there are minimal charges associated with case access and the requirement of a PACER password. (See *Administrative Procedures Guide*).

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

- 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 should be used.*
- b. **Names of minor children.** *If the involvement of a minor child must be mentioned, only the initials of that child should be used.*
- c. **Dates of birth.** *If an individual's date of birth must be included in a pleading, only the year should be used.*
- d. **Financial account numbers.** *If financial account numbers are relevant, only the last four digits of these numbers should be used.*

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 an unredacted document under seal. You are asked to do so only if you believe maintenance of the unredacted material in the court file is critical to your case. In addition, you must electronically file a redacted copy for the public file, absent order of the court.

You are advised to 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. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk will not review each pleading for redaction.

SPECIAL NOTICE TO PARTIES/ATTORNEYS IN SOCIAL SECURITY CASES

It is your responsibility to provide the U.S. Attorneys' office with the social security number of the plaintiff upon the filing of a new social security case. You may e-mail Mary Galate at mary.galate@usdoj.gov or Sharon Whitaker at sharon.whitaker@usdoj.gov OR you may call them at 816-426-3130 with this information.