

Notice of Electronic Availability of Case File Information

The United States District Court for the Western District of Missouri is an electronic case management court (CM/ECF) which has been accepting electronically filed pleadings and making the content of these pleadings 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. 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. 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 certain types of sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any other personal information will be made available over the Internet via CM/ECF and/or PACER. If sensitive information must be included, certain personal and identifying information, i.e., Social Security numbers, financial account numbers, dates of birth and the names of minor children, must be **redacted** from the pleading, whether it is filed traditionally or electronically. 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, redaction and/or exclusion of certain materials may be made. It is the **sole responsibility of counsel and the parties** to ensure that redaction of personal identifiers is done. The clerk **will not** review each pleading for redaction. Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a pleading or exhibit filed electronically with the court may subject them to the full disciplinary and remedial power of the court, including sanctions pursuant to Fed.R.Civ.P. 11.

SPECIAL NOTICE TO SOCIAL SECURITY ATTORNEYS

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 you may call the U.S. Attorney's Office at 816/426-3130 with this information.