

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA

CLERK, U.S. DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
DEPUTY

In the matter of)
)
ADOPTING A POLICY ON PRIVACY)
AND PUBLIC ACCESS TO)
ELECTRONIC CASE FILES)
_____)

GENERAL ORDER NO. 514 - B

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

- 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 the financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. In criminal cases, the home address of any individual (e.g. victims).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may 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.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

1. Social Security cases shall be excluded from electronic public access except for access by judiciary employees, the United States Attorney or its representatives and the litigants in those cases. For the persons, access to these cases through the Internet will be allowed only through a login and password system.

2. Without a court order, the court shall not provide public electronic access to the following documents:

- a. Sealed documents.
- b. Unexecuted warrants of any kind.
- c. Pretrial bail reports and bond supporting documents. Only the conditions of release will be scanned.
- d. Pre-Sentence reports and all sentencing materials including the statement of reasons related to the judgment of conviction. Only the judgment of conviction will be scanned.
- e. Juvenile records.
- f. Magistrate information sheets and financial affidavits submitted by an accused.
- g. Pleadings and reports related to the competency or mental health of a defendant.
- h. All abstracts of judgment so captioned in the document.
- i. Applications for a writ of garnishments, a writ of garnishments, and a Clerk's notice of garnishment that are so captioned in the document.
- j. Applications for a writ of execution, a writ of execution, and a Clerk's notice of execution that are so captioned in the document.
- k. Civil settlement documents that contain information in section one above. It shall be the attorney's obligation to obtain an order sealing such documents.

1. Any other documents the court concludes the is good cause to exclude from electronic access.

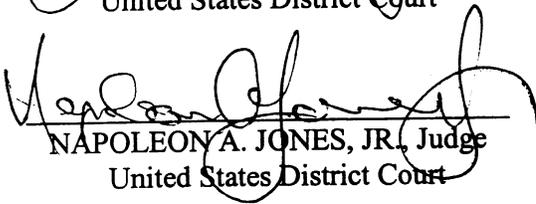
To allow for dissemination of the amended policy, its effective date will be April 16, 2003.

DATED: April 14, 2003

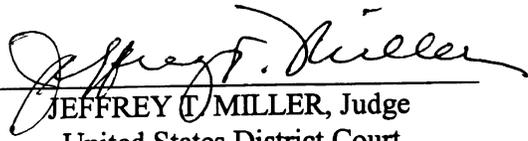

MARILYN L. HUFF, Chief Judge
United States District Court

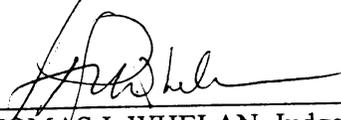

JUDITH N. KEEP, Judge
United States District Court


IRMA E. GONZALEZ, Judge
United States District Court


NAPOLEON A. JONES, JR., Judge
United States District Court

OUT OF DISTRICT
BARRY TED MOSKOWITZ, Judge
United States District Court


JEFFREY T. MILLER, Judge
United States District Court


THOMAS J. WHELAN, Judge
United States District Court


M. JAMES LORENZ, Judge
United States District Court