

**\*\*\*IMPORTANT REDACTION REQUIREMENTS\*\*\***

Parties should refrain from including personal identifiers in filings (whether electronic or paper) in documents filed with the court. The Federal Rules of Practice and Procedure require that if a filing contains a social security number, taxpayer-identification number, birth date, name of a minor, financial account number or (in criminal cases) a home address, the filing party must redact as follows:

1. redact a social security number to the last four digits (*i.e.* xxx-xx-1234)
2. redact the taxpayer-identification number to the last four digits (*i.e.* xx-xxx1234)
3. redact dates of birth to only include the year (*i.e.* xx/xx/2000)
4. redact a minor child's name to initials (*i.e.* K.B.)
5. the last four digits of the financial account number (*i.e.* xxxxxx1234)
6. the city and state of the home address (criminal cases) (*i.e.* New York, NY)

Certain exemptions apply and a filer may request that a filing be made under seal without redaction. *See Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1.*

**It is the sole responsibility of counsel and pro se litigants to be sure that all pleadings comply with the redaction requirement. The Clerk's Office will *not*:**

- review documents for compliance with the redaction requirements
- redact documents containing personal identifiers without a court order
- seal documents containing personal identifiers without a court order.