IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN AND WESTERN DISTRICT OF KENTUCKY

NOTICE OF ELECTRONIC AVAILABILITY OF CASE FILE INFORMATION

The United States District Courts for the Eastern and Western Districts of Kentucky are now making the content of documents filed in electronic form or converted from a paper filing to electronic form available on the court's Internet web site via WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed or electronically converted documents. The clerk's office will not make available over the Internet electronic documents that have been sealed or otherwise restricted by court order.[1]

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. Any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal identifiers must be partially redacted from the document, whether it is filed on paper or electronically:

A. **SOCIAL SECURITY NUMBERS**. If an individual's social security number must be included in a document, 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 document, 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 filing a document containing any of the personal data identifiers specified above may file the unredacted copy under seal. This sealed document will be retained by the court as part of the record. If an unredacted copy is filed under seal, the party **must** also file a redacted copy for the public record.

The Court recognizes that parties may need to include in the record a document containing information such as driver's license numbers, medical records, employment history, individual's financial information and proprietary or trade secret information. Additional information along with technical and administrative procedures to effectuate the filing of these documents can be found in the Court's Electronic Case Filing Administrative Policies and Procedures (Reference Number 15.2) and the User Manual. The Court's Electronic Case Filing Administrative Policies and Procedures and the Court's User Manual are available through the Courts' web sites at www.kywd.uscourts.gov and www.kyed.uscourts.gov. or can be obtained from any Division of the Court.

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. **It is the sole responsibility of counsel and the parties to be sure that all pleadings and other papers comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review each document for redaction.**

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[1]Reference Electronic Case Filing Administrative Policies and Procedures for the Eastern and Western Districts of Kentucky