

**IN THE UNITED STATES DISTRICT AND BANKRUPTCY COURT  
FOR THE DISTRICT OF IDAHO**

IN THE MATTER OF ADOPTING A POLICY ON PRIVACY    )  
AND PUBLIC ACCESS TO ELECTRONIC CASE FILES        ) General Order 174

This matter comes before the Court as a result of action by the Judicial Conference of the United States in adopting a national policy on privacy and public access to electronic case files, and

Said policy was adopted to protect personal privacy of litigants appearing in the United States Courts, and

Said policy places the responsibility for redacting personal information solely with counsel, the parties, or any other person preparing or filing the document, and

Said policy indicates that the Clerk will not review each pleading for compliance with this policy, and

Failure to redact personal information noted below by counsel or parties may subject them to the disciplinary power of the court, NOW THEREFORE:

Counsel or parties shall be required to remove or redact the following personal information from all pleadings filed with the District Court, including exhibits, 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 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)

It is further ordered that Social Security cases be excluded from electronic public access except for judiciary employees, the United States Attorney or their representatives and litigants in said cases. Access to these cases through the Internet will only be allowed through a login and password system, and

In criminal cases, the District of Idaho has been selected as a pilot court to study public electronic access to criminal case file documents, and

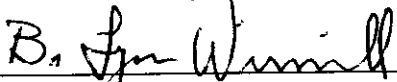
As part of this study, for a limited time, the Court has been granted an exemption to the Judicial Conference Policy prohibiting remote public access to electronic criminal case files, and

The Court will continue to allow general public access to access electronic criminal case files during this study, and

In order to comply with the Judicial Conference Policy, in addition to the items listed in a-d. above, the Court shall not provide public access to the following documents under any circumstances: unexecuted warrants of any kind; pretrial bail or presentence investigation reports; states of reasons in the judgment of conviction, juvenile records and sealed documents.

This policy shall go into effect on May 15, 2002 after notice to the bar and public and will apply to all documents filed on or after that date. In Social Security cases, the login and password system will be applied to all pending cases.

Dated this 1<sup>st</sup> day of May, 2002.

  
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B. Lynn Winmill, Chief District Judge