



IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF NORTH CAROLINA

GENERAL ORDER IMPLEMENTING )  
REQUIREMENTS OF ) AMENDED STANDING ORDER  
THE E-GOVERNMENT ACT OF 2002 )

In compliance with the E-Government Act of 2002, and to promote electronic access to case files while also protecting personal privacy and other legitimate interests, it is

**ORDERED** that effective immediately and notwithstanding any rule to the contrary parties to any litigation, with the exception of the paper administrative records in Social Security cases filed with the court, shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings, including exhibits to pleadings, whether filed electronically or by paper, unless otherwise ordered by the court:

1. **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.
2. **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
4. **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

It is further **ORDERED** as follows:

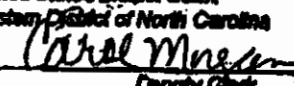
1. Any party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal.
2. A party filing under seal an unredacted document containing personal data identifiers shall file simultaneously a redacted copy of the document for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties who should not include sensitive information in any document filed with the court unless the information is necessary and relevant to the case. The Clerk of the Court will not review each pleading for compliance with this order. Counsel is urged to notify all clients of this order and the provisions of the E-Government Act of 2002, so that an informed decision about the inclusion of information in pleadings and documents may be made. It is the sole responsibility of counsel and the parties to insure that all pleadings and documents filed with court comply with this order concerning the redaction of personal data identifiers.

For clarification and to include the exception of Social Security administrative records, the April 27, 2004, standing order, is vacated and superceded by this order..

Done this 30 day of April 2004.

  
TERRENCE W. BOYLE  
CHIEF UNITED STATES DISTRICT JUDGE

I certify the foregoing to be a true and correct copy of the original.  
Clerk  
United States District Court  
Eastern District of North Carolina  
By   
Deputy Clerk