UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA

FILED
AUG 2 0 2004
Phil Lombardi, Clerk
U.S. DISTRICT COURT

IN THE MATTER OF ELECTRONIC ACCESS TO COURT FILES	)))	G.O. 04-10

GENERAL ORDER

The Office of the Clerk images pleadings for posting to WebPACER/RACER through the court's Internet website. Any subscriber to WebPACER will be able to read, download, store and print the full content of imaged documents. The clerk's office is not imaging or posting documents sealed or otherwise restricted by court order.

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

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.

In compliance with the E-Government Act of 2002, a party filing a redacted document may at the same time:

a. file an unredacted version of the document under seal, or

b. file a reference list under seal. The reference list shall contain the complete personal data indentifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the record.

The unredacted version of the document or reference list shall be sealed by the Clerk's office without requiring a specific court order if said document indicates in the heading or style that it is "UNREDACTED VERSION OR REFERENCE LIST pursuant to General Order 04-10."

In addition, exercise caution when filing documents that contain the following:

1) Personal identifying number, such as driver's license number;
2) medical records, treatment and diagnosis;
3) employment history;
4) individual financial information; and
5) proprietary or trade secret information.

Counsel shall discuss the contents of this Order 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 comply with the rules stated herein. The clerk will not review each pleading for redaction. This General Order supercedes and vacates the Court's previous General Order, In the Matter of Electronic Access to Court Files, G.O. 03-04.

IT IS ORDERED this 20th day of August 2004.

SVEN ERIK HOLMES
Chief United States District Judge

TERENCE KERN
United States District Judge

CLAIRE V. EAGAN
United States District Judge

JAMES H. PAYNE
United States District Judge