



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT

PRIVACY POLICY

In compliance with the E-Government Act of 2002, to address the privacy concerns created by internet access to court documents, litigants should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. If sensitive information must be included, the following personal data identifiers **must** be partially redacted from the pleading whether it is filed traditionally or electronically:

- Names of minor children **to the initials** [e.g. P.J.]
 - Financial account numbers **to the last four digits** [e.g. Account ending in 1234]
 - Social Security numbers **to the last four digits** [e.g. XXX-XX-1234]
 - Dates of birth **to the year only** [e.g. DOB 1970]
 - In criminal cases, the home address **to city and state only** [John Doe, Windsor, CT]
- The Clerk is not responsible for reviewing the documents.***

Counsel are encouraged to exercise caution when filing documents that contain the following:

- Personal identifying number such as a driver's license number
- Medical records, treatment and diagnosis
- Employment history
- Individual financial information
- Proprietary or trade secret information
- Information regarding a party's cooperation with the government
- Information regarding the victim of any criminal activity
- National security information
- Sensitive security information as described in 49 USC 114(s)

TRANSCRIPTS

Pursuant to Judicial Conference Policy, transcripts are publicly available through the CM/ECF system beginning 90 days after they are e-filed by the court reporter. The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court, as indicated above. If such information is elicited during testimony or other court proceedings, it will become available to the public when the official transcript is filed at the courthouse unless, and until, it is redacted. The better practice is to avoid introducing this information into the record in the first place. Please take this into account when questioning witnesses or making other statements in court. If a restricted item is mentioned in court, a motion may be made to have it stricken from the record or partially redacted to conform to the privacy policy, or the court may do so on its own motion. Please refer to our website www.ctd.uscourts.gov, for detailed information.

Robin D. Tabora,
Clerk