

**NOTICE TO ALL PARTIES FILING DOCUMENTS
IN THE EASTERN DISTRICT OF NORTH CAROLINA
REGARDING PRIVACY ISSUES**

Pursuant to the Federal Rules of Procedure, in response to the privacy concerns created by internet access to court documents, the filing party shall not include personal information in any document filed with the court as follows unless otherwise ordered by the court:

- (a) **Social Security Numbers and Taxpayer Identification Numbers.** If an individual's social security number or taxpayer identification number must be included in a document, only the last four digits of that number shall be used. (Example: XXX-XX-9999).
- (b) **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child shall be used. This includes using the minor's name in the case caption. (Example: John G. Smith should be stated as J.G.S.)
- (c) **Date of Birth.** If an individual's date of birth must be included in a document, only the year should be used. (Example: a birth date of 1/11/2011 should be stated as 2011)
- (d) **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers shall be used. (Example: XXXXXXXX9999)
- (e) *(In Criminal Cases Only)* **Home Addresses.** If a home address of an individual must be included in a document, only the city and state shall be used. (Example: 123 Maple Street, Raleigh, NC should be stated as Raleigh, NC)

Other sensitive personal information that should be considered by the filer for possible removal or redaction includes:

- medical records
- employment history
- any personal identification number, including a driver's license number
- financial information
- proprietary or trade secret information
- information regarding an individual's cooperation with the government
- information regarding the victim of any criminal activity
- national security information
- any other sensitive security information

For more information on privacy protection for filings made with the court, please refer to [Rule 5.2](#) of the Federal Rules of Civil Procedure and [Rule 49.1](#) of the Federal Rules of Criminal Procedure.