



## **NOTICE TO COUNSEL**

The Judicial Conference privacy policy can be viewed at [www.privacy.uscourts.gov](http://www.privacy.uscourts.gov). A summary of information that must be redacted from documents filed with the Court appears below. Litigants are solely responsible for redacting documents; the Clerk's Office will not review documents for privacy concerns.

### **Summary of Judicial Conference Policy on Privacy**

Social Security numbers. If an individual's Social Security number must be included, only the last four digits of that number should be used.

Names of minor children. If the involvement of a minor child must be mentioned, only the initials of the child should be used.

Dates of birth. If an individual's date of birth must be included, only the year should be used.

Financial account numbers. If financial account numbers are relevant, only the last four digits of the number should be used.

Home addresses. If a home address must be included, only the city and state should be listed.

For the Court,

*Marcia M. Waldron*

Marcia M. Waldron, Clerk