

**UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
NOTICE OF ELECTRONIC AVAILABILITY OF CASE INFORMATION**

- The Court's cases dockets as well as documents filed in the Court's cases are available via PACER on the Court's internet site at www.ca4.uscourts.gov and are also available on internet sites maintained by legal publishers. In immigration and social security cases, the Court's docket, orders, and opinions only are available via remote electronic access. When filing documents with the Court, all parties should keep in mind that the information will be available via the internet and should redact private and sensitive data from their filings accordingly.
- Specifically, FRAP 25(a)(5) and Local Rule 25(c) require that parties not include, or partially redact where inclusion is necessary, the following personal data identifiers unless an exemption applies because the document is filed in a social security or immigration case; is a pro se filing in a 28 U.S.C. § 2241, 2254, or 2255 case; is the charging document, filed prior to the charging document, or the arrest or search warrant in a criminal case; is a state court or agency record or a court record that was not subject to redaction when created; or is an account number or address of property subject to forfeiture:
 - **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 that 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 these numbers should be used.
 - **Home Addresses in Criminal Cases.** If a home address must be included, only the city and state should be listed.
- If the caption of the case contains any of the personal data identifiers listed above, the parties should file a motion to amend caption to redact the identifier. Counsel are also required by the [Judiciary Privacy Policy](#) to review any prepared transcript and notify the court reporter of any necessary redactions of personal data within 21 days of the filing of the transcript.
- If, in a particular case, the complete personal data identifier must be included in a filing, an unredacted version of the document may be filed under seal, together with a redacted version for the public file. Alternatively, a sealed reference list may be filed listing the complete personal data identifiers and the redacted identifiers used in their place, together with redacted versions of the documents for the public file.
- Parties should exercise caution in including other sensitive personal data in their filings, such as personal identifying numbers, medical records, employment history, individual financial information, proprietary or trade secret information, information regarding an individual's cooperation with the government, information regarding the victim of any criminal activity, and national security or sensitive information described in 49 U.S.C. § 114.
- Attorneys are urged to share this notice with their clients so that an informed decision can be made about inclusion of sensitive information. The clerk will not review filings for redaction. For further information, see <http://www.privacy.uscourts.gov/>.