



**NOTICE OF ELECTRONIC AVAILABILITY
OF CASE FILE INFORMATION**
(Amended July 2014)

The United States District Court, Western District of Arkansas, implemented the Case Management/Electronic Case Files (CM/ECF) system on August 15, 2005. This system permits public access to the official case documents over the Internet and on the public kiosks located in each divisional office. Any subscriber to PACER, or visitor to the clerk's office, will be able to read and/or print the full content of electronic documents. Additionally, PACER users can download and store electronic documents. Counsel should notify clients of this fact so that an informed decision may be made on what information is to be included in a document filed with the court.

Sealed documents and documents otherwise restricted by court order will **not** be available over the Internet.

In compliance with the Privacy Policy of the Judicial Conference of the United States and the E-Government Act of 2002, sensitive information should not be included in any document filed with the court unless such inclusion is necessary and relevant to the case.

All filers, counsel and pro se, should review the Judicial Conference Policy and applicable court rules, specifically Rule 5.2 of the Federal Rules of Civil Procedure and Rule 49.1 of the Federal Rules of Criminal Procedure. These rules govern mandated redaction, exceptions from the redaction requirements, sealed pleadings and waiver of privacy protections.

*****It is the sole responsibility of counsel and their clients and pro se filers to redact personal identifiers. The clerk will not review documents for compliance with the rules, or redact documents, whether filed electronically or in paper form.*****

Parties will refrain from including, or will partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper form, unless otherwise ordered by the court:

- **Minors' names** (redact to initials only);
- **Social Security Numbers** or **Taxpayer Identification Numbers** (redact to the last four digits);
- **Dates of birth** (redact to the year only);
- **Financial Account Numbers** (redact to the last four digits);
- **Homes addresses** (redact to city and state in **criminal** cases only).

Additionally, filers should also exercise caution when filing documents that contain sensitive information, such as:

- **Personal identifying number** (driver's license number);
- **Medical records** identifying diagnosis and/or treatment;
- **Individual Financial Information**; and
- **Proprietary or Trade Secret information.**

For more information, please visit

<http://www.uscourts.gov/RulesAndPolicies/JudiciaryPrivacyPolicy.aspx>

**PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN IT
TO THE UNITED STATES DISTRICT CLERK'S OFFICE.**

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF ARKANSAS

The Clerks's Office has provided me with a copy of the **Notice of Electronic Availability of Case Information**. (See Federal Rules of Civil Procedure § 5.2.)

Printed Name

Signed Name

Date

Case Number (If Known)