

NOTICE OF ELECTRONIC AVAILABILITY OF CASE FILE INFORMATION

(Amended to Comply with F.R.Cv.P. 5.2 and F.R.Cr.P. 49.1)

The Eastern District of Arkansas has implemented the Case Management Electronic Case Files (CM/ECF) system that permits public access to the official case documents over the Internet. Any subscriber to PACER will be able to read, download, store and print the full content of these electronic documents. Sealed documents and documents otherwise restricted by court order will not be available over the Internet.

A party or non-party filing a document in a civil or criminal case must comply with Rule 5.2 of the Federal Rules of Civil Procedure and Rule 49.1 of the Federal Rules of Criminal Procedure and redact the following personal identification information:

- **Social Security Numbers.** If an individual's Social Security number must be included in a document, only the last four digits of that number should be used.
- **Taxpayer Identification Numbers.** If an individual's taxpayer identification number is to be included in a document, only the last four digits of that number should be used.
- **Dates of Birth.** If a date of birth is relevant, only the year of the individual's birth should be used.
- **Name of Minor Children.** If the involvement of an individual known to be a minor must be mentioned, only the minor's initials 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.** If a home address must be included in a criminal document, only the city and state should be used.

Counsel also should exercise caution when filing documents that contain sensitive information such as: a personal identifying number (a driver's license number), medical records identifying diagnosis and/or treatment, individual financial information, and proprietary or trade secret information. Sensitive information should not be included in a document unless such inclusion is necessary and relevant to the case.

Parties must remember that any sensitive information or personal identification information not otherwise protected by sealing or redaction will be made available over the Internet. 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. The Clerk will not review each document for compliance with these rules.

For more information, please visit the below link.

[United States Courts: Privacy Policy for Electronic Case Files](#)