AMENDMENT TO PROCEDURAL ORDER
DATED SEPTEMBER 29, 2003

FILED
U.S. DISTRICT COURT EAST. DIST. WISC.
OCT 13 2004
AT ____ O CLOCK ____ M
SOFRON B. NEDILSKY

10. Public Access

The Office of the Clerk is now accepting electronically filed pleadings and making the content of those pleadings available on the court's Internet website via WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed documents. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order.

Any person or organization, other than one registered as an ECF User under Section 2 of this Procedural Order, may access ECF at the court's Internet site, www.wied.uscourts.gov, by obtaining a PACER login and password. Those who have PACER access, but who are not ECF Users, may retrieve docket sheets and those documents which the court makes available on the Internet for the fee normally charged for this service as set by the fee schedule authorized by the Administrative Office of the United States Courts, but they may not file documents.

With the exception of Social Security Appeals, documents in civil cases will be made available electronically to the same extent that they are available for personal inspection in the Office of the Clerk of Court at the U.S. Courthouse. Public remote access to documents in Social Security Appeals and to documents filed in criminal cases prior to November 1, 2004, will be limited to attorneys of record.

Documents filed in criminal cases after November 1, 2004, are available to the public electronically. These documents shall not contain sensitive information as it will be made available over the Internet via WebPACER. The following personal data identifiers must be partially redacted from the document whether it is filed traditionally or electronically: Social Security numbers to the last four digits; financial account numbers to the last four digits; names of minor children to the initials; dates of birth to the years; and home addresses to the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

Because filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, exercise caution when filing a document that contains any of the following information and consider accompanying any such filing with a motion to seal. Until the court has ruled on any motion to seal, no document that is the subject of a motion to seal, nor the motion itself or any response thereto, will be available electronically or in paper form.

1) any personal identifying number, such as driver's license number;
2) medical records, treatment and diagnosis;
3) employment history;
4) individual financial information;
5) proprietary or trade secret information;
6) information regarding an individual's cooperation with the government;
7) information regarding the victim of any criminal activity;
8) national security information; and
9) sensitive security information as described in 49 U.S.C. § 114(s)

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers. **The clerk will not review filings for redaction.**

The court shall also be required to partially redact the personal identifiers listed above from documents it prepares that routinely contain such information (e.g., order setting conditions of release).

IT IS SO ORDERED.

Dated at Milwaukee, Wisconsin, this 13th day of October, 2004.

RUDOLPH T. RANDA
Chief Judge