

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

Privacy Policy - Civil Cases (other than Social Security Appeals)

1. Social Security numbers, financial account numbers, dates of birth and names of minor children not parties to a case are personal identifiers which unless otherwise ordered by the court should not appear in public court documents except as is set out below regardless of whether the documents are filed electronically or in paper format.

2. Exhibits
 - a. Unless relevant to the case or otherwise ordered by the court, parties shall redact in their entirety: Social Security numbers, dates of birth and financial account numbers.

 - b. If relevant to the case, Social Security numbers and financial account numbers may be partially redacted so that only the last four digits appear. If relevant to the case, a date of birth may be partially redacted so that only the year appears.

 - c. Names of minor children not parties to the case should be redacted and replaced with their initials.

3. Pleadings and Other Documents Prepared by Parties

Unless otherwise ordered by the court or required by court policy, parties should not include in pleadings and other documents: Social Security numbers, dates of birth, and financial account numbers. Minor children not parties to the case should be referred to only by their initials.

4. Provision of Full Identifiers

If a full Social Security number, financial account number, date of birth or name of a minor child not a party to the case is necessary to the case it should be redacted from all exhibits, pleadings and other documents and replaced with a redacted identifier as described in paragraph 2 b and c above. The parties should then file under seal a reference list containing the complete information and the redacted identifier used in its place. It is not necessary to file a motion to seal the reference list.

5. It is the responsibility of counsel and the parties to redact personal identifiers. The clerk will not screen documents and will not reject them on the basis that they contain personal identifiers. Any party may request that a publicly filed document containing a full personal identifier be withdrawn and refiled with appropriate redactions.