

Notice of Electronic Availability of Case File Information

The Office of the Clerk for the United States Bankruptcy Court, Middle District of Pennsylvania is now scanning and filing certain documents and making the content of these documents 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 scanned documents. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected may be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the document, effective December 1, 2003, whether it is filed traditionally or electronically: Social Security numbers, financial account numbers, dates of birth and names of minor children.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may also file an unredacted document under seal along with the required redacted document. The unredacted document shall be retained by the court as part of the record.

In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

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. It is the sole responsibility of counsel and the parties to be sure that all pleadings and other papers comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review each document for redaction.

Date: November 01, 2003

Clerk,
U.S. BANKRUPTCY COURT