



**UNITED STATES DISTRICT COURT
District of Minnesota**

Richard D. Sletten, Clerk
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202 U.S. Courthouse
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Duluth, MN 55802
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Fergus Falls, MN 56537
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NOTICE AND REMINDER TO COUNSEL

November 30, 2006

**Contact: Richard Sletten, Clerk of Court
(612) 664-5026**

Pursuant to the E-Government Act of 2002, "[A] party that wishes to file an otherwise proper document containing...protected information may file an un-redacted document under seal".

A filer wishing to file a document which contains sensitive information must ensure that 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 year; and home addresses to the city and state. A party wishing to file a document containing personal data identifiers may file an un-redacted document under seal. 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 identifiers.

Counsel is again strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. Please note, the Clerk's Office will not review filings for redaction.

For more information on redaction procedures for the District of Minnesota, please consult the civil and criminal ECF Procedures guides for this district or call the ECF help desk at 1-866-325-4975.

Thank you for your attention to this important requirement.

Richard D. Sletten
Clerk, U.S. District Court
District of Minnesota