

# *UNITED STATES DISTRICT COURT DISTRICT OF ALASKA*



## Electronic Filing Guide

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## Introduction

Case Management/Electronic Case Files (CM/ECF) is a case management system implemented by the Federal Judiciary for all bankruptcy, district and appellate courts. This technology is Internet-based, user friendly, and offers numerous benefits to attorneys, the Court, and the public including access to most case records via the Internet.

Since January 3, 2006, the U.S. District Court for the District of Alaska has required all attorneys in civil and criminal cases to file documents with the Court electronically through the CM/ECF system. Only registered attorneys, as Officers of the Court, are permitted to file electronically. Non-attorneys must continue to file documents conventionally, *i.e.*, on “paper.” Non-attorneys may, however, access the public documents on-line through the Public Access to Court Electronic Records (PACER) System, or at a terminal located in the Clerk’s Office in Anchorage, Juneau and Fairbanks.<sup>1</sup>

Users with questions regarding filings should call the Case Administrator or Data Quality Analyst (DQA) of the assigned judge. This information can be found on the Court’s website at: [www.akd.uscourts.gov/attorneys](http://www.akd.uscourts.gov/attorneys), or by calling (907) 677-6130. Questions regarding filings which do not require immediate attention may also be sent to [cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov).

### 1. Authorization for Electronic Filing

This Electronic Case Filing Guide, as well as the Attorney’s User Manual, govern electronic filing in this district; unless, due to extraordinary circumstances in a particular case, a judicial officer determines that this Electronic Case Filing Guide should be modified in the interest of justice. *See* FED. R. CIV. P. 5(d)(3), FED. R. CRIM. P. 49(e) and Local Civil Rule 5.1 and Local Criminal Rule 49.1.

### 2. Definitions and Instructions

The following definitions and instructions apply to these Electronic Case Filing Guide:

- 2.1 The term “document” includes pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices and any other filing by or to the Court.
- 2.2 The term “component” includes all documents, other than exhibits, which are filed in conjunction with, or in support of, another document.
- 2.3 The term “party” includes counsel of record and self-represented litigants.

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<sup>1</sup> Access through PACER requires a PACER account and is subject to a fee. Access through the terminal located in the Clerk’s Office is without charge. A fee is charged for printing copies of documents. *See* Local Civil Rule 79.2(b).

2.4 All hours stated are Alaska Standard Time or Alaska Daylight Time.

### **3. Application of Rules and Orders**

Unless modified by order of the court or approved stipulation, all Federal Rules of Civil and Criminal Procedure, Local Rules, and Orders of the Court will continue to apply to cases filed electronically.

### **4. Applicable Cases**

Effective January 3, 2006, unless otherwise ordered by the court, attorneys admitted to practice in this district are required to file all documents electronically in all civil and criminal cases. The requirement for electronic filing applies to all cases regardless of when the case was initiated.

### **5. Social Security Cases**

Unless otherwise ordered by the court, all documents, notices, and orders in Social Security reviews filed on January 3, 2006, or later, must be electronically filed and noticed.

To address the privacy issues inherent in a Social Security review, Internet access to the individual documents will be limited to counsel and court staff. Access to docket reports will be available over the Internet to non-case participants.

### **6. Registration**

In order to effectively use the electronic filing system, users will need both a CM/ECF account and a PACER account.

- **CM/ECF Account:** An attorney seeking to file documents electronically must complete either this Court's Attorney CM/ECF Training Session or its Computer Based Training Program or alternatively, is registered as a CM/ECF participant in another court. Upon completion of one of the training sessions, or proof of registration with another court, the attorney must submit a completed Electronic Filing System Registration form, prior to being assigned a CM/ECF user identification name and password that will serve as that party's signature for all purposes, including FED. R. CIV. P. 11. [See Local Civil Rule 5.1(e).]
- By participating in CM/ECF, registered attorneys consent to electronic service of all documents, and must make available electronic mail addresses for service, unless the attorney has been exempted from participating in the CM/ECF System. [See Local Civil Rule 5.1.]
- Online registration forms are available on the Court's website ([www.akd.uscourts.gov](http://www.akd.uscourts.gov)). Attorneys seeking to file electronically must be admitted to

practice in the U.S. District Court for the District of Alaska. All completed Registration Forms must be signed by the registrant and emailed to [cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov) or addressed to:

U.S. District Court Clerk's Office  
CM/ECF Attorney Registration  
James M. Fitzgerald Courthouse  
222 West 7th Avenue, Box 4  
Anchorage, Alaska 99513-7564

- Once registration is completed, the Attorney Registration Clerk will email the registrant with a user login name and password.

Parties agree to protect the security of their passwords and immediately notify the Clerk of Court if they learn that their password has been compromised

- **PACER Account:** In order to retrieve documents from the CM/ECF system over the Internet, all users, including members of the public, must have a PACER account. PACER is a national system that provides case information from all federal courts.
- Users who do not have a PACER account will be unable to view or retrieve docket sheets or documents over the Internet, but may access that information, unless otherwise restricted, at the courthouse. PACER accounts can be established through the PACER Service Center:

<http://pacer.psc.uscourts.gov>  
PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440

- Under the PACER system, parties and counsel of record are entitled to one free copy of each document filed in their cases, so long as they retrieve the document within 15 days of filing. Subsequent access to those documents, or access to documents in other cases, are subject to PACER billing fees. See the PACER website for current rates and details.
- A registered participant may withdraw from participation in the CM/ECF System by providing the Clerk of Court with written notice of withdrawal. Upon receipt of a written notice of withdrawal, the Office of the Clerk will immediately cancel the participant's password and delete the participant from any applicable electronic service list. Unless otherwise ordered by the court, withdrawal by an attorney in the CM/ECF System does not relieve the attorney of the obligation to comply with Local Civil Rule 5.1(e).

## 7. Pay.gov

Attorneys wishing to pay new civil filing fees, civil appeal fees or *Pro Hac* attorney admission fees using a credit card, must register with Pay.gov at: [www.pay.gov](http://www.pay.gov).

Attorneys who wish to pay their *Pro Hac* attorney admission fee via Pay.gov must file their Motion to Appear using the event “**Appear as *Pro Hac Vice* (Non-Resident) Attorney using Pay.gov**” located in the “Motions” menu.

## 8. Filing of Civil Case Initiating Documents, Payment of Filing Fee and Service of Summons

Case initiating documents (*e.g.*, Complaints, Notices of Removal, Civil Cover Sheet, Summons) may be sent by email or U.S. Mail, or delivered in person or by courier to the Clerk’s office. The preferred method is to receive case initiating documents by email in (.pdf) format at the following address: [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov). The subject matter of the email should read “**name of divisional office-new civil case**”, *i.e.*, “**Anchorage-new civil case.**” Parties filing case initiating documents via email will be contacted by the Clerk’s Office to obtain the method of payment for the case opening fee. All new case filing fees must be received by the Clerk’s office **no later than 3 business days** after receipt of the case initiating documents. **The case will be filed the date that the filing fee or application to proceed *in forma pauperis* is received.**

Attorneys wishing to pay their civil filing fee using Pay.gov must email their case initiating documents in (.pdf) format to the following address: [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov). The subject matter of the email should read “**name of divisional office-new civil case**”, *i.e.*, “**Anchorage-new civil case.**” The submitting office will be contacted by the Clerk’s Office and will be provided the case number for counsel to upload documents. **The filing fee must be paid the day the original email to the [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov) email address is received.**

A defendant or defendants desiring to remove any civil action from state court under 28 U.S.C. §1446 must file a Notice of Removal signed in accordance with FED. R. CIV. P. 11 and containing a short and plain statement of the grounds for removal, together with a copy of all process, pleadings and orders served upon such defendant or defendants in such action. **Parties filing a Notice of Removal should refrain from submitting any additional state court documents, other than those required by 28 U.S.C. §1446, until directed to do so by the Court’s Notice to Petitioner Subsequent to Removal.**

Parties requesting summons to be issued may present them to the court by email, by U.S. mail, or by delivery in person to the Clerk’s Office. The party requesting the issuance of summons must complete the top portion of the summons form. To submit the summons by email, they

must be sent to [newcvcases@akd.uscourts.gov](mailto:newcvcases@akd.uscourts.gov). If the summons is submitted **after** the case initiating documents, the subject matter of the email should read “**name of divisional office-summons for new civil case,**” *i.e.*, “**Anchorage-summons for new civil case.**”

Once the summons has been issued, the Clerk’s Office will notify the requesting party that the summons is available for pick up at the Clerk’s office, or, if a self-addressed stamped envelope was submitted, the summons will be mailed to the requesting party.

A party may not electronically serve a summons, but instead must perfect service according to FED. R. CIV. 4. Affidavits of service that pertain to an executed summons, may be filed electronically through ECF.

## **9. General Format of Documents to be Filed Electronically**

Electronically filed documents must meet the requirements of FED. R. CIV P. 10, Local Civil Rule 7.4 and Local Criminal Rule 49.1, as if they had been submitted on paper. Documents filed electronically are also subject to any page limitations set forth by Court order or by Local Civil Rule 7.4(a).

Unless otherwise ordered by the Court, participants in the CM/ECF System must submit all documents required to be lodged with the court, (i.e. proposed orders, findings of fact and conclusions of law, and proposed judgments as attachments to the main document.)

## **10. Filing Documents Electronically**

Electronic transmission of a document consistent with the procedures adopted by the Court will constitute filing for all purposes of the Federal Rules of Civil and Criminal Procedure and the Local Rules of this Court and will constitute entry of that document on the docket sheet maintained by the Clerk, pursuant to FED. R. CIV. P. 58 and 79 and FED. R. CRIM. P. 55.

A “Notice of Electronic Filing” (NEF) acknowledging that the document has been filed will immediately appear on the filer’s screen and will be transmitted to the registered parties of the case. Parties can also verify the filing of documents by inspecting the Court’s electronic docket sheet. The Court may, upon the motion of a party or upon its own motion, strike any inappropriately filed document.

Documents filed electronically must be submitted in Adobe Acrobat (.pdf) format and **may not exceed 10.0 megabytes.**

Filing documents electronically does not alter any filing deadlines. All electronic transmissions of documents must be completed (*i.e.*, received **completely** by the Clerk’s Office) prior to midnight in order to be considered timely filed that day. Parties are permitted to file documents electronically 24 hours a day. Attorneys and parties are strongly encouraged to file all

documents during normal working hours of the Clerk's Office (8:00 a.m. - 5:00 p.m.) when assistance is available.

Any party filing a pleading or other document electronically or conventionally, which is time-sensitive, must immediately contact the Clerk's Office at 907-677-6130 and advise them of the time-sensitive filing. The filer should be prepared to provide the Clerk's Office staff with the following information: case number and docket number.

Unless exceptional circumstances exist that prevent the document from being transmitted during regular business hours, the participant must make every effort to transmit any time-sensitive document during regular business hours on or before the date the document is due.

## **11. System Availability**

The Court's CM/ECF system is designed to provide service 24 hours a day. Registered attorneys are encouraged to file documents in advance of filing deadlines and during normal business hours.

Periodic maintenance will cause a temporary unavailability of CM/ECF. In such instances, the Court will make every effort to publish the date and duration of the anticipated unavailability on the Court's web page.

If a participant in the CM/ECF System is unable to transmit a time-sensitive document electronically, due to technical failure of either the CM/ECF System or the participant's system or internet service provider problems, the participant must promptly contact the judicial officer's Data Quality Analyst telephonically and make alternate arrangements for filing the document in electronic format during normal working hours.

## **12. Civil and Criminal Dockets**

The registered attorney electronically filing a pleading or other document is responsible for designating a proper docket entry title for the document, by using one of the event categories prescribed by the court.

Once a document is electronically filed it becomes part of the electronic case file. Once the transaction is accepted, CM/ECF will not permit the filing party to make changes. The Clerk's staff will edit the docket text to clarify what the filing error is and the appropriate action necessary to correct the filing error. In some instances, the Clerk's staff will enter a Docket Annotation to notify the parties of how to comply with quality control standards. The filing party will be advised if the document needs to be refiled (*i.e.*, the wrong event was selected).



### 13. Service of Filed Documents

Upon the entry of a document in the CM/ECF System, whether filed electronically or conventionally and uploaded by the clerk, a “Notice of Electronic Filing” (NEF) will automatically be generated by CM/ECF and sent electronically to the email addresses of registered attorneys in the case. In addition to receiving NEFs, the parties are strongly encouraged to sign onto CM/ECF at regular intervals to check case activity. Service by email constitutes service in accordance with FED. R. CIV. P. 5(b)(2)(E) and FED. R. CRIM. P. 49(b). Service must be affected conventionally (non-electronic) on *pro se* parties.

A certificate of service will indicate that service was accomplished in accordance with the Court’s electronic filing procedures. The following is a suggested certificate of service for electronic service:

#### **Certificate of Service**

I hereby certify that on [date], a copy of foregoing [name of document] was served electronically on [names of parties served].

s/ [Name of Password Registrant]

It is the responsibility of the filing party to ensure that all other parties are properly served. FED. R. CIV. P. 5(b)(2)(E) notes that service by electronic means is not effective if the party making service learns that the attempted service did not reach the person to be served. If a party requiring service is not listed on the NEF receipt as having been sent an NEF of the filing, the filing party must serve that party by other appropriate means. The following is a suggested certificate of service for electronic **and non-electronic** service:

#### **Certificate of Service**

I hereby certify that on [date], a copy of foregoing [name of document] was served electronically on [names of parties served electronically] and on [name(s) and address(es) of parties served by mail] by regular U.S. mail.

s/ [Name of Password Registrant]

### 14. Attorney Termination of Service

In order to ensure attorneys receive notice of necessary post-judgment documents (*i.e.* appeals, bill of costs, etc.) an attorney will not automatically be terminated at entry of judgment. In order to be terminated from service in a case, the attorney must electronically file a "Notice-Other" and state in the notice that he/she is no longer active in the case and authorizes the

Clerk's Office to terminate service of all future documents filed in the case. This procedure does not apply for attorneys who are requesting withdrawal and/or substitution of counsel. [See Local Civil Rule 11.1(c)].

## **15. Electronic Filings**

A key objective of the electronic filing system is to ensure that as much of the case as possible is filed, stored, and made available electronically. To facilitate electronic filing and retrieval, documents filed electronically **may not exceed 10.0 megabytes**. Documents exceeding 10.0 megabytes in size must be broken into sequentially numbered component parts not exceeding 10.0 megabytes each. The foundation document, (motion) must be filed with documents related to the foundation document, (i.e. memorandum of law, supporting affidavit, and exhibits, as attachments to the main document.) Exhibits that are not available in electronic format may only be filed conventionally, with an order of the court, attached to a copy of the NEF for the electronically filed document to which the exhibit(s) relate. If an exhibit is filed conventionally, the filer must include a “dummy” page in the appropriate place sequentially in the electronically filed document to which the exhibit applies, with a conspicuous notation in the middle of the page “Exhibit (insert exhibit number and brief description of the exhibit) filed conventionally. [See Local Civil Rule 7.3(c)].

## **16. Chambers Copy**

A complete and legible paper copy of every pleading, document, or paper exceeding twenty-five (25) pages, filed conventionally or electronically, must be provided for use by the judge in chambers. If the original pleading, document, or paper was filed electronically, the chambers copy must be attached to a copy of the Notice of Electronic Filing and must be printed with the ECF .pdf footer on each page. [See Local Civil Rule 5.4].

## **17. Motion to File Late Document**

A party who moves to file a late document must attach a copy of the proposed late-filed document as an exhibit to the Motion to File. **The exhibit must be labeled “PROPOSED.”** If the Motion to File is granted, the requesting party must then electronically file the late document without delay, or within the time frame ordered by the court. **The clerk will not convert the exhibit to the underlying Motion into a new filing.** [See Local Civil Rule 7.3(j)].

## **18. Motions to Amend and/or Supplement**

A party who moves to amend or supplement **must** attach a copy of the proposed amended pleading or document as an exhibit to the Motion. The exhibit should be labeled **“PROPOSED.”** If the Motion to Amend or to Supplement is granted, the requesting party must then electronically file the amended or supplemental document without delay, or within the time

ordered by the court. **The clerk will not convert the exhibit to the underlying Motion into a new filing.** [See Local Civil Rule 15.1 and Local Civil Rule 7.1(d)(2)].

## **19. Conventional Filings**

A. *By Non-Attorneys.* Non-attorney filers may not file documents electronically, but must file all documents conventionally (on paper). The filer must retain a copy of any conventionally filed paper document. Once the document is uploaded into the CM/ECF System it will be discarded in accordance with otherwise applicable rules and regulations.

B. *By Registered Users.* Under certain limited circumstances, registered attorneys otherwise participating in CM/ECF may be excused from filing a particular exhibit electronically, such as when the exhibit is not available in electronic format or a component exceeds the file size limit from filing a particular exhibit electronically, such as when the exhibit is not available in electronic format or exceeds the file size limit. [See Local Civil Rule 7.3(c)]. Such exhibit must **not** be filed electronically, but instead must be conventionally filed with the Clerk of Court and served on the parties, in accordance with the applicable Federal Rules of Civil and Criminal Procedure, and Local Rules for filing and service of non-electronic documents. A party may seek to have an exhibit excluded from electronic filing pursuant to FED. R. CIV. P. 26(c).

C. *Retention of Uploaded Conventionally Filed Documents.* The responsibility of converting documents to electronic (.pdf) format rests with the registered attorney filing the document. Once a document is scanned into the CM/ECF System, the electronic version becomes the official record of the Court and permits the Clerk of Court to retain, return or discard the original. If a party believes that retention of the original is warranted, a copy of the document should be filed with the Court and the party should retain the original. A party may also request at the time of filing, through a separate document, that the original be returned, rather than discarded, should the Clerk's Office determine it is no longer needed by the Court.

## **20. Signature Block**

The registered attorney's identification name and password constitutes the attorney's signature for the purposes of FED. R. CIV. P. 11. [See Local Civil Rule 5.1(e)(1)(A)]. All documents filed electronically must include a signature block in compliance with the appropriate Local Civil and Criminal Rule and include the typewritten name of the attorney and the party they represent. In addition, the name of the registered attorney under whose password the document is submitted should be preceded by a "s/" and typed in the space where the signature would otherwise appear.

s/ [Name of Password Registrant]  
[Typed name of Lawyer]

[Alaska Bar Number (if applicable)  
or Lawyer Name, *Pro Hac Vice*]

Documents requiring signatures of more than one party must be filed either by submitting a scanned document containing all necessary signatures or a listing of all of the names of the signatories on the document by means of a “s/[name](consent)” signature block for each. By submitting such a document, the filer certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filer has been authorized to submit the document on their behalf. [See Local Civil Rule 5.1(e)(1)(B)]. Physical, facsimile or electronic signatures may be used to satisfy the requirements of this provision.

## **21. Ex Parte Documents / Sealed Documents**

Any document submitted for filing *ex parte* or under seal must be accompanied by a motion and proposed order authorizing such filing. A motion to seal documents will be filed as a public document. A declaration or affidavit will be docketed separately and filed under seal with the proposed sealed document attached.

A motion to file a document *ex parte* may be filed *ex parte* without prior court order. A copy of the proposed *ex parte* document must be attached to the motion. If the Motion for Leave is granted, the requesting party must then electronically file the sealed or *ex parte* document without delay, or within the time ordered by the court. The clerk will not convert the exhibit to the underlying document into a new filing. The electronic filing of documents under seal or *ex parte* is governed by Local Civil Rule 7.3(e) and (f) and Local Criminal Rule 47.1.

## **22. Proposed Orders**

Proposed Orders, to non-dispositive motions, **must be submitted** as outlined below:

- Electronically submitted proposed orders must be attached to the motion to which it refers. This will provide service of the proposed order to all registered parties.
- All proposed orders must be labeled “**PROPOSED**.” If the judge decides to use the proposed order, s/he will remove the “**PROPOSED**” language.
- A proposed order shall *also* be attached as a Word document sent to the email address of the assigned judge. The subject line of the e-mail shall include the **case number, title of the order, and docket number for the motion to which it refers**. The email addresses are **for submission of proposed orders only** and are as follows:

[BeistlineProposedOrders@akd.uscourts.gov](mailto:BeistlineProposedOrders@akd.uscourts.gov)

[BurgessProposedOrders@akd.uscourts.gov](mailto:BurgessProposedOrders@akd.uscourts.gov)  
[GleasonProposedOrders@akd.uscourts.gov](mailto:GleasonProposedOrders@akd.uscourts.gov)  
[Holland\\_Chambers@akd.uscourts.gov](mailto:Holland_Chambers@akd.uscourts.gov)  
[OravecProposedOrders@akd.uscourts.gov](mailto:OravecProposedOrders@akd.uscourts.gov)  
[Sedwick\\_Chambers@akd.uscourts.gov](mailto:Sedwick_Chambers@akd.uscourts.gov)  
[SingletonProposedOrders@akd.uscourts.gov](mailto:SingletonProposedOrders@akd.uscourts.gov)  
[SmithProposedOrders@akd.uscourts.gov](mailto:SmithProposedOrders@akd.uscourts.gov)  
[ScobleProposedOrders@akd.uscourts.gov](mailto:ScobleProposedOrders@akd.uscourts.gov)

- Proposed orders on motions for default judgment made pursuant to Local Civil Rule 55.1. should be prepared, filed, and emailed as directed above. However, the subject line of the email shall include **“Proposed Default Judgment” as well as the case number and docket number.**
- No other communication, documents or pleadings may be emailed to the judge(s) at the email addresses above.

## **23. Orders Issued By The Court**

All orders will be filed electronically. An order signed electronically, by either a digital signature or by using the “s/Judge’s Name” convention, has the same force and effect as if the Judge affixed a signature to a paper copy of the order. [FED. R. CIV. P. 5(d)(3); Local Civil Rule 5.1(e)(2).]

Routine orders may be entered by a text-only entry upon the docket. In such cases, no pdf document will issue, and the text-only entry shall constitute the Court’s only order on the matter. CM/ECF will generate an NEF as described previously in these procedures.

When mailing paper copies of an electronically filed order to a party who is not a registered CM/ECF participant, the Clerk’s Office will include the NEF to provide the non-participant with proof of the filing.

## **24. Trial Exhibits**

Exhibits lodged with the Clerk of Court pursuant to Local Civil Rule 39.3, will not be filed electronically. Such documents will not be placed in CM/ECF, unless the assigned judicial officer directs filing of the lodged document. If a lodged exhibit is to be entered into CM/ECF, the submitting party may be required to resubmit the document in electronic format.

## **25. Official Record**

The official Court record is the electronic file maintained on the Court’s servers. The official

record also includes any conventional documents or exhibits filed in accordance with these provisions that have not been otherwise entered into the system. The Clerk's Office will retain all original Indictments after they are uploaded into the system, at the discretion of the Clerk of Court, subject to any limitations imposed by statute, judiciary policy or orders of this Court.

## **26. Remote Public Access**

In accordance with the E-Government Act of 2002 and policies set forth by the Judicial Conference of the United States (which governs the administration of the U.S. Courts), the Court strives to provide public Internet access to case related documents to the same extent that those documents are available at the courthouse, with some limitations. Remote electronic access to the CM/ECF System for viewing purposes is limited to subscribers to the PACER system. The Judicial Conference of the United States requires that a user fee must be charged for remotely accessing certain detailed case information, such as filed documents and docket reports. The access fee does not apply to official recipients of electronic documents (i.e. parties legally required to receive service or to whom service is directed by the filer in the context of service under the Federal Rules of Civil Procedure.) Official recipients will receive the initial electronic copy of a document free to download, but if they remotely access the document again, they will be charged.

## **27. Privacy**

The E-Government Act of 2002 and the Judicial Conference of the United States Courts' Policy on Privacy and Public Access to Electronic Case Files set forth rules and provide guidance to protect privacy and security concerns relating to the electronic filing of documents and the public availability of documents filed electronically. In accordance with the Act, the following Model Notice has been provided to Courts using the CM/ECF systems:

The Office of the Clerk is now accepting electronically filed pleadings and making the content of these pleadings available on the Court's website via PACER.

Any subscriber to PACER will be able to read, download, store and print the full content of electronically filed documents that have not been sealed or otherwise restricted by Court Order.

Do not include sensitive information in any documents filed with the Court, unless such inclusion is necessary and relevant to the case. Any personal information, not otherwise protected, will be made available over the Internet via PACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the document, whether it is filed conventionally or electronically:

- 1) Social Security numbers,
- 2) financial account numbers,
- 3) dates of birth,

- 4) names of minor children, and
- 5) home addresses (in criminal cases only).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may:

- (a) file a redacted document in the public record and file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal and may be amended as of right, or
- (b) file an un-redacted version of the document under seal.

The court may, however, still require the party to file a redacted copy for the public file. Filers should 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 are strongly urged to share this notice with all clients so that an informed decision about the inclusion, redaction and/or exclusion 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 comply with the rules of this Court requiring redaction of personal data identifiers. The Clerk will not review each document for redaction.

The privacy provisions adopted by the Court are set forth in FED. R. CIV. P. 5.2 and FED. R. CRIM.P. 49.1, and the [Electronic Case Filing Guide](#).

## **28. Additional Information**

Additional information regarding CM/ECF can be obtained by visiting the Court's website ([www.akd.uscourts.gov](http://www.akd.uscourts.gov)), contacting the Clerk's Office at 907-677-6130 or by sending an e-mail message to the CM/ECF Help Desk ([cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov)).