

**THE UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

Sam M. Gibbons U.S. Courthouse
801 North Florida Avenue
Suite 1620
Tampa, Florida 33602-3899

Clerk of Court

(813) 301-5050

November 13, 2003

Re: Privacy Policy

Dear Claim Filers:

On December 1, 2003, amendments to the Federal Rules of Bankruptcy Procedures and the Official Bankruptcy Forms will become effective. These amendments will implement the Judicial Conference's policy on privacy and public access to electronic case files. The policy for bankruptcy case files states that certain "personal data identifiers" (social security numbers, dates of birth, financial account numbers and names of minor children) are to be redacted by the filing party.

Our court plans to convert to CM/ECF Version 2.3 on December 1, 2003. This version complies with the privacy requirements for the court. However, as a claim filer, you should ensure that you begin to use the amended Official Bankruptcy Form 10 (Proof of Claim) on December 1, 2003. In accordance with the privacy policy, you should only include the last four digits of your social security number, the last four digits of the debtor's social security number or the debtor's last four digits of the account number. The Proof of Claim form can be found on our court's website at www.flmb.uscourts.gov.

Very respectfully,

Lee Ann Bennett

Lee Ann Bennett
Chief Deputy

cc: Chief Judge Paul M. Glenn