

JUDICIAL CONFERENCE PRIVACY POLICY  
EFFECTIVE DECEMBER 1, 2003

The Judicial Conference's September 2001 policy on privacy and public access states that documents in bankruptcy cases should be available electronically with the proviso that the Bankruptcy Code and Rules should be amended as necessary to allow the court to collect a debtor's full Social Security number but display only the last four digits of the Social Security number.

As such, the Judicial Conference approved proposed amendments to the Federal Rules of Bankruptcy Procedure 1005, 1007, and 2002 and the Official Bankruptcy Forms 1, 3, 5, 6, 7, 8, 9, 10, 16A, 16C and 19. Unless Congress acts to the contrary, these amendments will take effect on December 1, 2003.

Key changes to the rules and forms include the following:

- € Official Form 1 (the petition) will contain only the last four digits of individual debtors' Social Security numbers.
- € Amendments to Rule 1007 will require debtors to submit a verified statement containing the full nine-digit Social Security number.
- € The new Statement of Social Security Number (proposed Official Form 21) will not be filed in the case or become part of the case file available to the public at the court or over the Internet.
- € Rule 2002 will be amended to require the clerk to include the debtor's full Social Security number in the copy of the section 341 notice of meeting of creditors, Official Form 9, sent to creditors, the debtor, the trustee, and the United States Trustee. The copy of the section 341 notice of meeting of creditors included in the court case file, however, will contain only the last four digits of the Social Security number.
- € Proof of Claim (Official Form 10) will require a wage creditor to disclose only the last four digits of the creditor's Social Security number.
- € Official Form 6, the schedules of assets and liabilities, will state that the debtor is only required to list the last four digits of an account number but may list the full number if the debtor chooses to do so.
- € Official Form 16A, the full caption, will be amended to include only the last four digits of any debtor's Social Security number. Accordingly, notices after the 341 notice of meeting of creditors will either include the last four digits or none, if Official Form 16B, the short caption is used.

It should be noted that the Clerk's Office will not be responsible for redacting Social Security numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children in documents filed with the court. Therefore, attorneys and parties should use the revised forms on and after December 1, 2003. CM/ECF will be upgraded to comply with the new privacy provisions requirements by only displaying the last four digits of the debtors' Social Security number in CM/ECF to non-court users.

Additional information regarding the changes is available on the Federal Rulemaking page of the Judiciary's website at [www.uscourts.gov/rules/index.html](http://www.uscourts.gov/rules/index.html). Click on "Pending Rules Amendments Awaiting Final Action," then select "Amendments Submitted to the Judicial Conference (Sept. 2002)" and then select "Proposed Amendments to the Federal Rules of Bankruptcy Procedure and Official Forms."