

Rule 1001-3

PRIVACY POLICY REGARDING PUBLIC ACCESS TO ELECTRONIC CASE FILES

(a) **Application of Rule.** In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, parties shall not include, or shall partially redact where inclusion is necessary, the following personal data identifiers from documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure, or the Official Forms. This rule applies to:

(1) **Social Security Numbers.** If an individual's Social Security number must be included in a pleading, only the last four digits of that number shall be used.

(2) **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child shall be used.

(3) **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year shall be used.

(4) **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers shall be used.

(b) **Responsibility.** The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review papers for compliance with this rule.

(c) **Unredacted Papers Containing Personal Data Identifiers May Be Filed Under Seal.** In compliance with the E-Government Act of 2002, papers containing personal data identifiers that are relevant to the case may be filed in unredacted form under seal pursuant to Local Rule 5005-4. The filer shall also file a redacted copy via CM/ECF.

Notes of Advisory Committee

2017 Amendment

This amendment provides that parties wishing to file papers that include personal data identifiers that are relevant to the case may file a motion for leave to file the papers under seal. This amended rule is effective July 1, 2017.

2015 Amendment

The amendments to this rule are stylistic and effective July 1, 2015.

2004 Amendment

This amendment serves as guidance for implementing the Judicial Conference Privacy Policy and the E-Government Act of 2002.