

## **Rule 1001-3 [Amended]**

### **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 Bankruptcy 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 May Be Filed Under Seal.*** In compliance with the E-Government Act of 2002, a party wishing to file a paper containing the personal data identifiers listed above may file an unredacted paper under seal. This paper shall be retained by the Court as part of the record. The party shall also file a redacted copy via CM/ECF.

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### ***Notes of Advisory Committee***

#### ***2015 Amendment***

The amendments to this rule are stylistic.

#### ***2004 Amendment***

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