

Motion to Redact and Restrict Access to Information

Docketing Event

Bankruptcy > Motions/Applications/Objections > Motion to Redact and Restrict Access to Information

Negative Notice: No

Fee: \$25 per affected case

Code and Rule References

[11 U.S.C. § 107](#)

[Fed. R. Bankr. P. 9037](#)

Description

Occasionally, a creditor will file a request to redact certain prohibited personal identifiers or confidential data in documents previously filed with the Court. These motions are filed with a wide variety of titles. When granting such a request, the Court will direct the restricting of access to the document that includes the confidential or private information. The Court also directs the movant to refile the affected document within a specified period of time and removing the private or confidential information.

In some instances, the number of cases affected is extremely large and the creditor will contact the Court and request approval to file one document addressing all the effected cases rather than filing individual motions in each effected case. The Court may allow those types of filings as a Miscellaneous Proceeding upon request and approval by the Chief Judge. These procedures address the filing of motions in individual cases rather than in a Miscellaneous Proceeding.

It is not necessary for the case to be open for a motion to redact to be filed and processed.

Filing Checklist

Review the motion to determine if:

- The motion is signed;
- Has the attorney's name and address complete and consistent with the filing attorney's name and address in CM/ECF
- The motion is properly served and includes a proper certificate of service;
- The motion does not request redaction of information in more than one case
- The motion seeks to redact personal data or identifiers pursuant to Federal Rule of Bankruptcy Procedure 9037;
 - Personal data or identifiers that Bankruptcy Rule 9037 require to be redacted in most instances include:
 - Social Security Numbers and taxpayer-identification numbers (redacted to the last 4 digits)
 - Birthdates (redacted to year of birth)
 - Names of minors (redacted to only initials)
 - Financial-account numbers (redacted to last four digits)
- Upon completion of the docketing process in CM/ECF, ensure the filing fee is paid.
 - ❖ **Note:** The filing fee for the motion is the same regardless of whether the party wants to redact information on one or multiple documents in the same case.