

Redacting of Private Information Pursuant to Rule 9037 of the Federal Rules of Bankruptcy Procedure

Updated May 5, 2020

It is the responsibility of the Participant filing documents to make certain that sensitive or personal data has been redacted prior to filing. Participant filers must make sure that PDF documents submitted via CM/ECF are fully and completely free of any hidden data which may contain personally identifiable information ("PII"). The Clerk's office will not review each pleading to verify compliance with [Fed. R. Bankr. P. 9037](#).

The Court reminds electronic filers of the importance of redacting sensitive and personal information in any document filed with the Court. Please remember that any sensitive or personal information not otherwise protected will be made available over the internet via PACER. If sensitive or personal information must be included, it should be partially redacted from the pleading, whether it is filed electronically or by paper. Pursuant to Fed. R. Bankr. P. 9037(a) and for privacy protection, unless the Court orders otherwise, the following PII must be redacted prior to filing:

- **Social Security Number or Taxpayer Identification Number.** If an individual's social security number or taxpayer identification number must be included in a pleading, use only the last four (4) digits.
- **Names of Minor Children.** If a minor child must be mentioned in the pleading, use only the initials of the child.
- **Dates of Birth.** If an individual's date of birth must be included in a pleading, use only the year of birth.
- **Financial Account Number.** If the financial account numbers are relevant, use only the last four (4) digits of these numbers.

Note: Attorneys, Limited Filers and others who file claims SHOULD NOT include a copy of the *B309I (Official Form B309I)* known as the *341 Notice of Chapter 13 Bankruptcy Case, (Meeting of Creditors & Deadlines)* as an attachment to the claim being filed with the Court. This notice contains the debtor's social security number. Contracts, titles, mortgages and other documents or attachments should be redacted of any sensitive information.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk's office will not review each pleading for compliance with this rule.

Note: If personal information has been included on any pleadings filed with the Court, please see the [Procedure for Filing Motions to Redact Previously Filed Documents](#) for instructions on how to file a *Motion to Redact*, pay the associated \$25 fee, and attach the redacted pleading.