

**The Central Guide Supplement to LBR 1002-1(d)**

# **Privacy Policy and Redaction**

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## 1.1 Privacy Policy and Redaction

- (a) **Privacy Policy [LBR 1002-1(d)]**. The Judicial Conference of the United States approved amendments to the FRBP, which implement the judiciary’s privacy policy, effective December 1, 2003. It is the responsibility of the filing party, **not the Clerk’s Office**, to ensure compliance with this policy.
- (1) Filers should redact “personal identifiers” from documents filed with the court, including attachments. “Personal identifiers” are considered to be the following:
    - (A) Social Security Numbers. If an individual’s Social Security number (SSN), or Individual Tax Payer Identification Numbers (ITIN) must be included in the document, only the last four digits of that number should be used. However, the debtor is required to submit a *Statement About Your Social Security Number(s)* containing their full nine-digit SSN or ITIN at the time his/her petition is filed. This form is not part of the public case file. On all other forms and documents, only the last four digits of the SSN or ITIN should be used;
    - (B) Financial Account Numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used;
    - (C) Dates of Birth. If an individual’s date of birth must be included in the document, only the year should be used; and
    - (D) Names of Minor Children. If the name of a minor child must be mentioned, only the initials of that child should be used.
  - (2) The privacy policy applies to all documents filed with the court, whether submitted by electronic means or submitted non-electronically. The policy is not retroactive.
  - (3) A full copy of the policy can be found on the Judiciary Privacy Policy Page at [Privacy Policy for Electronic Case Files | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/privacy-policy)