

Notice of Electronic Availability of Bankruptcy Case File Information

(amended to comply with the August 2, 2004 amendments to the E-Government Act of 2002)

The Office of the Clerk accepts electronically filed documents and pleadings and makes their contents available on the court's Internet website via e-CalWebPACER. Documents and pleadings filed on paper are imaged, posted to e-CalWebPACER, and are similarly available. Any subscriber to e-CalWebPACER is able to read, download, store and print the full content of electronically available documents. The Clerk's Office does not make electronically available documents that have been sealed or otherwise restricted by court order.

You should not include sensitive information in any document filed with the court unless such inclusion is required by the Federal Rules of Bankruptcy Procedure or Official Bankruptcy Forms or the inclusion is otherwise necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via e-CalWebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, unless specifically required by statute, Federal Rule of Bankruptcy Procedure or Official Bankruptcy Form, whether it is filed electronically or on paper:

- a. **Social security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Bankruptcy Form 106, list the relationship and age of the debtor's dependents (i.e., son, age 6).
- c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 106, list the age of each of the debtor's dependents.
- d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D and E/F of Official Bankruptcy Form 106, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal identifiers specified above may:

- a. File an unredacted version of the document under seal; OR
- b. File a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

In addition, exercise caution when filing documents that contain the following:

- Any personal identifying number, such as driver's license number;
- Medical records, treatment, and diagnosis;
- Employment history;
- Individual financial information; and
- Proprietary or trade secret information.

The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk's Office will not review each document for compliance with this court's policy concerning redaction of personal data identifiers. Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with this court's policy concerning redaction of personal data identifiers.