

With limited exceptions<sup>1</sup>, all documents filed in a bankruptcy case are available over the Internet through the Court's Public Access to Court Electronic Record (or PACER) system. To address the privacy concerns resulting from public access to electronic case files, Federal Rule of Bankruptcy Procedure 9037 requires that certain personal identification information be 'redacted' from documents filed with the court. Filings that contain an individual's social security number, tax payer identification number or birth date, the name of a minor, or a financial account number may include only:

The last four digits of the social security number and tax identification number;

The year of the individual's birth;

The minor's initials; and

The last four digits of the financial account number.

The responsibility to redact filings rests solely with the party or nonparty making the filing. Consequently, documents are not reviewed by the Clerk's Office for compliance with Rule 9037. **You** must redact and disclose personal identification in the forms<sup>2</sup> and papers filed by you as follows:

Redact *social security numbers and taxpayer identification numbers* and include the *last four digits* only in your petition and other pleadings. **BUT**, include *complete* social security numbers and taxpayer identification numbers on Form B21, *Statement of Social Security Number(s)*.

Redact *dates of birth* by using the year of birth only.

Redact the names of individuals, other than the debtor, known to be and identified as *minors*. Use the *minors' initials only*.

Redact and include only the *last four digits of financial account numbers*. **HOWEVER**, to assist the trustee and creditors, you may include complete account numbers on Schedules D, E, and F, of Form B6, *Schedules*, rather than limit the numbers to the final four digits.

If a document that contains personal identification information has been filed you will need to submit a request to the Court, in writing, asking that the document be restricted from public access view and that you be allowed to submit an amended, properly redacted, document.

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<sup>1</sup> Because it is "submitted" and not "filed," Form B21 *Statement of Social Security Number(s)*, does not become part of the court's file. It is considered confidential and is not available for viewing.

<sup>2</sup> Official Bankruptcy Form 1, *Voluntary Petition*, requires information concerning the debtor's and joint debtor's social security numbers and/or taxpayer identification numbers. Schedules D (*Creditors Holding Secured Claims*), E (*Creditors Holding Unsecured Priority Claims*), and F (*Creditors Holding Unsecured Nonpriority Claims*) of Official Bankruptcy Form 6, *Schedules*, require disclosure of debtor account numbers.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA

\_\_\_\_\_  
IN RE: [Debtor(s) name(s)] )  
 ) Case No.  
 )  
 )  
 )  
 )  
 Debtor(s). )  
\_\_\_\_\_ )

MOTION TO REMOVE PERSONAL IDENTIFIERS ERRONEOUSLY DISCLOSED

1. I/We filed a document on \_\_\_\_\_ (date) that contained personal identifiers that were erroneously disclosed (circle all that apply):

- a. Full social security or tax identification number(s);
- b. A date of birth;
- c. A minor's name;
- d. A financial-account number.

2. I ask the court to grant my Motion to Remove Personal Identifiers Erroneously Disclosed.

DATED:

\_\_\_\_\_  
Debtor's signature

\_\_\_\_\_  
Joint Debtor's signature