

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

**NOTICE OF ELECTRONIC AVAILABILITY OF BANKRUPTCY CASE FILE INFORMATION,
PRIVACY POLICY, AND REDACTION PROCEDURES**

Most documents filed with the Bankruptcy Court are public record and can be viewed on PACER (Public Access to Court Records, www.pacer.uscourts.gov). The court restricts images for documents that have been sealed or otherwise restricted by court order.

When filing documents with the court, do not include sensitive information in your document unless required by the Federal Rules of Bankruptcy Procedure or Official Bankruptcy Forms. The court will not review documents for sensitive information or restrict images without a court order. It is the responsibility of the filing party to review sensitive information and redact it when necessary.

Examples of items that should be redacted on documents filed with the court include:

- **Social Security/Tax Identification Numbers.** Other than on Official Form B121 (*Statement of Social Security Number*) or income tax returns, only the last four digits of a party's social security number or tax identification number should be included on documents filed with the court. Official Form B121 and tax return documents are automatically restricted by the court. The initial notice of Bankruptcy case meeting of creditors sent out to parties shortly after case filing is the only document that includes the debtor's full social security or tax identification number. However, the image of this document includes a redacted social security number.
- **Names of Minor Children.** Minor children listed in bankruptcy schedules and other documents should be referenced by initials only but can also include relationship and age.
- **Dates of Birth.** If a date of birth must be included in the pleading, only the year should be used.
- **Financial Account Numbers.** In general parties should list only the last four digits of financial account numbers. However, debtors may choose to include full account numbers on Schedules D and E/F (Official Forms 106 D and 106E/F) if doing so may assist the trustee and creditors.

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

- Personal identification numbers such as driver's license or I.D. numbers.
- Medical records including diagnoses and treatment.
- Employment history.
- Individual financial information.
- Proprietary or trade secret information.

Documents Automatically Restricted by the Court

In addition to Official Form B121 and income tax returns mentioned above, the court automatically restricts court hearing transcripts for 90 days from the date of the filing of the transcript as well as all documents filed in closed cases filed before December 1, 2003.

Redaction Procedures

If you find that an unredacted document containing information such as social security numbers, names of minor children, dates of birth, or financial account numbers has been filed with the court, you may use the attached *Motion to Remove Personal Identifiers Erroneously Disclosed* with the court. Please note that there is a filing fee for this document.

Sealed Documents

A document may be sealed or filed under seal by court order. A sealed document is restricted from viewing. For more information see Local Bankruptcy Rule 9018-1.

In re:	Bankruptcy Case No.:
Debtor(s)	

1. I/We filed a document on _____ (date) that contained personal identifiers that were erroneously disclosed (check all that apply):
 - ☐ Full social security or tax identification number(s).
 - ☐ Date of birth.
 - ☐ A minor's name.
 - ☐ A financial account number.
2. I ask the court to grant my Motion to Remove Personal Identifiers Erroneously Disclosed.

Signature

Printed Name

Signature

Printed Name