UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF IOWA

IN RE:	)	
	)	Standing Order No. 2
Filing, Signing, and Verification	)	
of Pleadings and Papers with the	)	ORDER IMPLEMENTING JUDICIAL
Iowa Northern Bankruptcy Court	)	CONFERENCE POLICY ON PRIVACY AND
	)	PUBLIC ACCESS TO ELECTRONIC
	)	BANKRUPTCY CASE FILES

In September 2001, the Judicial Conference of the United States adopted a policy regarding privacy and public access to electronic case files (the privacy policy). The Federal Rules of Bankruptcy Procedure will be amended December 1, 2003, to implement this privacy policy. Conforming amendments to the Official Bankruptcy Forms will also take effect on December 1, 2003.

This privacy policy provides that documents in bankruptcy case files should be made generally available electronically to the same extent that they are available at the courthouse, with a similar policy change for personal identifiers as in civil cases. The policy also provides that § 107(b)(2) of the Federal Bankruptcy Code be amended to establish privacy and security concerns as a basis for the sealing of a document. Further, the policy directs that the Bankruptcy Code and Rules should be amended, as necessary, to allow the court to collect a debtor's full Social Security number, but display only the last four digits.

WHEREAS, the Court having reviewed the Judicial Conference Policy on Privacy and Public Access to Electronic Bankruptcy Case Files, as well as the E-Government Act of 2002; and insomuch as to promote electronic access to case files while also protecting personal privacy, and other legitimate interests;

NOW, THEREFORE, IT IS ORDERED that:

1. The Judicial Conference Policy on Privacy and Public Access to Electronic Bankruptcy Case Files, is hereby adopted by the Court.

2. Parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

    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 6, list 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.

    d. **Financial account numbers** – If financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D, E, and F of Official Bankruptcy Form 6, debtors,

if they so choose, may include their full account numbers to assist the trustee and creditors.

3. In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document 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.

4. The responsibility for redacting these personal identifiers rests solely with counsel and the parties. Neither the Clerk nor the Court will independently review each document for compliance with this rule.

This order shall take effect on DECEMBER 1, 2003.

Dated: 11/21/03

PAUL J. KILBURG
CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT

WILLIAM L. EDMONDS
JUDGE
UNITED STATES BANKRUPTCY COURT