

## **TREATMENT OF SENSITIVE INFORMATION UNDER THE E-GOVERNMENT ACT OF 2002**

Filers should not include sensitive information in any document filed with the court unless such inclusion is required by statute, Federal Rules of Bankruptcy Procedure or official forms or the inclusion is otherwise necessary and relevant to the case. Any personal information not otherwise protected will be made available on the court's CM/ECF System via PACER.

**Social Security Numbers:** If an individual's social security number must be included in a pleading, only the last four digits should be used [Exception: Statement of Social Security Number (National Form B21)]. This Statement of Social Security Number(s) is not part of the public record and will not be available to the public.

**Names of Minor Children:** When referring to minor children, only the initials of the children should be used. Only the relationship and age of the debtor's dependents (i.e., son, age 6) should be listed on Schedule I, National Form 6.

**Date of Birth:** Only the year should be used where an individual's date of birth must be included in a pleading. List the age (and not date of birth) of each of the debtor's dependents on Schedule I, National Form 6.

**Financial Account Numbers:** If financial account numbers are relevant, only the last four digits of these numbers should be used. To assist the trustee and creditors, debtors may choose to include their full account numbers on Schedules D, E and F, National Form 6.

**Additional Sensitive Information:** Filers should exercise caution when filing documents containing the following: Any personal identifying number, such as a driver's license number; medical records; treatment and diagnosis; employment history; individual financial information; and proprietary or trade secret information.

It is the sole responsibility of the filer to be sure that all documents and pleadings comply with the court's Local Rules and Administrative Orders requiring editing of personal data identifiers, in addition to compliance with federal statute, rules of procedure and mandatory forms.