

Important Privacy Act Information

The Judicial Conference of the United States adopted a policy in September 2001 regarding privacy and public access to electronic case files. This policy requires litigants in bankruptcy cases to modify or partially redact personal data identifiers contained in documents that will be made available electronically.

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 Forms or the inclusion is otherwise necessary and relevant to the case. If sensitive information must be included, the following personal data identifiers **must be** partially redacted from the pleading:

- * Social Security numbers
- * Dates of birth
- * Names of minor children
- * Financial account numbers

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
- * Proprietary or trade secret information

Official Form B-21 Statement of Social Security Number should not be included as part of the pdf you attach to the Voluntary Petition. Instead, the B-21 should be filed as a separate document using the event Bankruptcy>Miscellaneous>Statement of SSN. This event has a restricted access code associated with it and only court personnel may view the associated pdf.

Responsibility for redacting personal data identifiers from documents is with the filers and not the clerk's office.