

Review of Local Bankruptcy Rules, Orders, and Procedures Governing Redaction of Private Information in Federal Court Filings

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Federal Judicial Center

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I. Introduction

The E-Government Act of 2002 required the federal judiciary to formulate rules “to protect the privacy and security concerns relating to electronic filing of documents” in federal courts. In response, the Federal Rules of Appellate, Bankruptcy, Civil, and Criminal Procedure were amended effective December 1, 2007 (referred to collectively hereafter as the “Privacy Rules”). The Privacy Rules generally require that federal court filings be publicly available electronically to the same extent they are available at the courthouse, provided that specified sensitive personal information is redacted or omitted from those filings by the attorney or the party prior to filing. We reviewed the local court rules of bankruptcy courts to identify rules requiring redaction of specified private information from court filings. The full text of the identified local rules is in Appendix A. Local court rules governing practice and procedure may supplement, as long as they remain consistent with, applicable Acts of Congress and Federal Rules of Practice and Procedure. Thus, the local rules were examined to identify redaction requirements that supplement the national Privacy Rules. The local rules of the district and appellate courts were reviewed and reported on separately.¹

II. Identification of Local Bankruptcy Rules, Orders, and Procedures Requiring Redaction of Sensitive Private Information

Federal Rule of Bankruptcy Procedure (FRB) 9037 governs privacy protections for filings with bankruptcy courts. While other bankruptcy rules deal with related issues,² FRB 9037 was created in response to the E-Government Act of 2002³ to limit the public availability of personal data identifiers in compliance with Judicial Conference policy. In addition to FRB 9037, bankruptcy courts may have local rules or procedures governing how personal data identifiers, commonly referred to as personally identifying information (PII), should be handled in filed documents. FRB 9037 specifically contemplates the possibility that courts may need to modify the rule to suit the needs of their court or a particular case. For instance, FRB 9037(a) starts with “[u]nless the court orders otherwise ...,” and FRB 9037(d)(1) notes that courts may have cause to “require the redaction of additional information.”

To assess how each bankruptcy court’s local rules and provisions supplement the national rule, a research team member searched each bankruptcy court’s local rules, standing and general orders, administrative procedures, and electronic case filing manuals⁴ for provisions that pertained to the handling of PII in court filings and found that seventy-eight bankruptcy courts⁵ had a local rule

¹ Marie Leary, Review of Local District and Appellate Rules Governing Redaction of Private Information in Federal Court Filings, Federal Judicial Center (2025).

² See, e.g., FRB 9018 Secret, Confidential, Scandalous, or Defamatory Matter.

³ Section 205(c)(3) of the E-Government Act of 2002, Public Law No. 107–347.

⁴ The district court review covered only local rules; it did not include standing and general orders, administrative procedures, or electronic case filing manuals.

⁵ M.D. Ala., S.D. Ala., D. Alaska, E.D./W.D. Ark., D. Ariz., C.D. Cal., E.D. Cal., N.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., D.D.C., M.D. Fla., N.D. Fla., S.D. Fla., M.D. Ga., D. Guam., D. Haw., D. Idaho, C.D. Ill., N.D. Ill., S.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., W.D. Mich., N.D. Miss., S.D. Miss., E.D. Mo., W.D. Mo., D. Mont., D. Neb., D. Nev., D.N.H., D.N.J., E.D.N.Y., N.D.N.Y., S.D.N.Y., E.D.N.C., M.D.N.C., W.D.N.C., D.N.D., N.D. Ohio, S.D. Ohio, E.D. Okla., N.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex.,

or procedure that applied.⁶ These rules and procedures were then compared to FRB 9037 to see which of the national rule's provisions, if any, they supplemented or if they addressed a topic not addressed in the text of FRB 9037.

The rest of this section will consider each subdivision of FRB 9037 and discuss how local rules and provisions address the material contained in that subdivision. For example, FRB 9037(a) provides a list of four types of PII that should be redacted and how they should be redacted, but it also explicitly provides the court leave to order otherwise. The discussion of subdivision (a), below, describes the ways in which bankruptcy courts have delineated what and how to redact and compares that to the requirements set out in FRB 9037. Then this section will describe local rules and procedures that address issues raised in the Committee Note to FRB 9037, rather than the rule itself.

A. Subdivision (a) Redacted Filings

Subdivision (a) states that, “[u]nless the court orders otherwise,” documents filed with the court should be redacted such that filings only contain:

- (1) the last four digits of the social-security number and taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number

Of the seventy-eight bankruptcy courts with a local rule or procedure, twenty-two courts⁷ refer to FRB 9037(a) specifically when discussing PII redactions, saying either explicitly or by reference that redactions of PII should be done as detailed in subdivision (a). Seven bankruptcy courts⁸ do not refer to FRB 9037(a) explicitly but do list the same types of PII listed in the national rule. Two bankruptcy courts⁹ list all the types contained in subdivision (a) as well as additional types of PII, including home addresses, driver's license numbers, and alien registration numbers.

Fifteen bankruptcy courts¹⁰ provide a list of the PII that filers are required to redact which is identical to the national rule, except that the list does not include the individual taxpayer-identification number, which is included in FRB 9037(a)(1). In one of these 15 bankruptcy courts,¹¹ the phrase “such as” is included in front of the list of PII requiring redaction, suggesting

W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

⁶ Six of these courts, S.D. Ala., E.D. Ark., W.D. Ark., (E.D. Ark. and W.D. Ark. have a combined bankruptcy court), M.D.N.C., E.D. Va., and W.D. Wis. do not have an applicable local rule but do have an applicable standing, general, or administrative order.

⁷ S.D. Ala., D. Ariz., C.D. Cal., E.D. Cal., D.D.C., D. Haw., N.D. Ill., S.D. Ind., E.D. Mo., D. Neb., D. Nev., D.N.J., M.D.N.C., D. Or., W.D. Pa., D.P.R., D.R.I., D.S.C., E.D. Tenn., E.D. Va., E.D. Wash., and E.D. Wis.

⁸ S.D. Fla., D. Idaho, N.D. Iowa, W.D. La., D. Md., D. Mass., and M.D. Pa.

⁹ C.D. Ill. and E.D. N.Y.

¹⁰ E.D./W.D. Ark., Colo., M.D. Fla., M.D. Ga., Guam, E.D. Mo., N.H., S.D. N.Y., W.D. N.C., S.D. Ohio, E.D. Okla., E.D. Pa., N.D. Tex., W.D. Tex., and W.D. Wis.

¹¹ D. Colo.

that other PII could be considered. In three other¹² of these 15 bankruptcy courts, while they do not list the taxpayer-identification number as requiring redaction, they do have a blanket statement noting that all filings must comply with FRB 9037, which could be read to encompass the taxpayer-identification number as well. One¹³ of the 15 bankruptcy courts does explicitly require the redaction of all but the last four digits of the taxpayer-identification number on Official Form 121 but does not include this requirement in the list of necessary redactions for other filed documents.

Twelve bankruptcy courts¹⁴ provide slightly different guidance in different rules or procedures. Eight of these 12 bankruptcy courts provide a list that does not include the taxpayer-identification number in one provision and then in a separate provision either: requires redaction of an additional type of information,¹⁵ makes specific reference to FRB 9037(a),¹⁶ or lists the exact same types of information as subdivision (a) including the taxpayer identification number.¹⁷

Two¹⁸ of these 12 bankruptcy courts provide a list requiring redaction of the same types of PII as subdivision (a), but then in another provision also require additional redaction of home addresses, HIPPA information, or any information protected under non-bankruptcy or state law. Finally, two¹⁹ of these 12 bankruptcy courts provide a list requiring redaction of the same types of PII as subdivision (a), but then in another provision reference subdivision (a) explicitly.

An additional twenty bankruptcy courts²⁰ do not have rules or procedures that reference FRB 9037(a) or address the categories of PII to be redacted.

¹² D.N.H., S.D.N.Y., and S.D. Ohio.

¹³ E.D. Mo.

¹⁴ S.D. Cal., D. Conn., N.D. Fla., W.D. Mich., N.D.N.Y., N.D. Okla., W.D. Okla., D.S.D., E.D. Tex., D. Vt., S.D.W. Va, and W.D. Wash.

¹⁵ D. Conn., N.D. Fla., W.D. Okla., and E.D. Tex.

¹⁶ S.D. Cal., W.D. Mich., N.D. Okla., and D.S.D. The Northern District of Oklahoma, across different provisions, lists as requiring redaction all the information listed in FRB 9037(a) except the taxpayer-identification number, makes specific reference to FRB 9037(a), and requires redaction of information not specified in FRB 9037(a). Thus, it is listed in both this and the previous footnote.

¹⁷ W.D. Mich. The Western District of Michigan, across different provisions, lists as requiring redaction all the information listed in FRB 9037 except the taxpayer-identification number, makes specific reference to FRB 9037(a), and requires redaction of all the information specified in FRB 9037(a), including the taxpayer-identification number. Thus, it is listed in both this and the previous footnote.

¹⁸ D. Vt. and S.D.W. Va.

¹⁹ N.D.N.Y., and W.D. Wash.

²⁰ M.D. Ala., D. Alaska, N.D. Cal., D. Del., S.D. Ill., D. Kan., E.D. La., M.D. La., D. Me., N.D. Miss., S.D. Miss., D. Mont., E.D.N.C., D.N.D., N.D. Ohio, M.D. Tenn., W.D. Tenn., D. Utah, W.D. Va., and N.D.W. Va.

B. (b) Exemptions from Redaction Requirement

Subdivision (b) states that the redaction requirement does not apply to

- (1) a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- (2) the record of an administrative or agency proceeding unless filed with a proof of claim;
- (3) the official record of a state-court proceeding;
- (4) the record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- (5) a filing covered by subdivision (c) of this rule; and
- (6) a filing that is subject to §110 of the Code

None of the seventy-eight bankruptcy courts with local rules or procedures governing the redaction of PII have any provisions that reference subdivision (b) or address exemptions.

C. (c) Filings Made Under Seal

Subdivision (c) states that the court “may order that a filing be made under seal without redaction” and, further, that the court can “later unseal the filing or require the entity that made the filing to file an unredacted copy.”

Three bankruptcy courts²¹ reference subdivision (c) explicitly when discussing procedures to seal PII, and two bankruptcy courts²² describe procedures identical to those contained in subdivision (c) but do not reference the subdivision explicitly. Two bankruptcy courts²³ have provisions that expand subdivision (c) but do not contradict it in any way. One of these bankruptcy courts²⁴ requires a memo supporting the necessity of sealing to be filed with the motion to seal, and the other of these bankruptcy courts²⁵ allows for a party moving to have material sealed to move for an *in camera* review of the material.

The remaining seventy-one bankruptcy courts²⁶ do not have local rules or procedures that address the filing of sealed documents containing PII.

²¹ S.D. Ala., D. Ariz., and N.D. Okla.

²² N.D. Cal. and S.D. Fla.

²³ W.D. Mich. and E.D. Mo.

²⁴ E.D. Mo.

²⁵ W.D. Mich.

²⁶ M.D. Ala., D. Alaska, E.D./W.D. Ark., C.D. Cal., E.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., D.D.C., M.D. Fla., N.D. Fla., M.D. Ga., D. Guam, D. Haw., D. Idaho, C.D. Ill., N.D. Ill., S.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., N.D. Miss., S.D. Miss., W.D. Mo., D. Mont., D. Neb., D. Nev., D.N.H., D.N.J., E.D.N.Y., N.D.N.Y., S.D.N.Y., E.D.N.C., M.D.N.C., W.D.N.C., D.N.D., N.D. Ohio, S.D. Ohio, E.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

D. (d) Protective Orders

Subdivision (d) states that the court, for cause, may by order:

- (1) require redaction of additional information; or
- (2) limit or prohibit a nonparty's remote electronic access to a document filed with the court.

Thirteen bankruptcy courts²⁷ make explicit reference to subdivision (d) when discussing the possibility of obtaining a protective order for PII or restricting access to documents containing PII. Most often, these bankruptcy courts note that, in order to redact anything other than those types of PII listed in subdivision (a), filers must follow the provisions of subdivision (d). One bankruptcy court²⁸ has provisions for protective orders that are the same as those contained in subdivision (d) without referencing subdivision (d) explicitly, and two bankruptcy courts²⁹ give additional procedural information about these protective orders. Neither of the additions contradicts any portion of subdivision (d) but rather adds more detail about how to obtain a protective order, if desired. One bankruptcy court notes that such motions could be ruled on without notice or a hearing,³⁰ and the other bankruptcy court explicitly states that such motions can be made *ex parte*.³¹

The remaining sixty-two bankruptcy courts³² do not have local rules or procedures that address protective orders for PII.

E. (e) Option for Additional Unredacted Filing Under Seal

Subdivision (e) states that “[a]n entity making a redacted filing may also file an unredacted copy under seal” and notes that the court must retain this unredacted filing as part of the record.

Two bankruptcy courts³³ have provisions that are the same as subdivision (e) without specifically referencing it, and one bankruptcy court³⁴ makes explicit reference to subdivision (e) when discussing filing an unredacted copy of a redacted filing.

²⁷ S.D. Ala., D. Ariz., N.D. Fla., W.D. Mich., W.D. Mo., N.D.N.Y., M.D.N.C., E.D. Okla., N.D. Okla., W.D. Okla., D.S.D., E.D. Tenn., and D. Utah.

²⁸ D. Nev.

²⁹ S.D. Ill. and W.D.N.C.

³⁰ S.D. Ill.

³¹ W.D.N.C.

³² M.D. Ala., D. Alaska, E.D./W.D. Ark., W.D. Ark., C.D. Cal., E.D. Cal., N.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., D.D.C., M.D. Fla., S.D. Fla., M.D. Ga., D. Guam., D. Haw., D. Idaho, C.D. Ill., N.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., N.D. Miss., S.D. Miss., E.D. Mo., D. Mont., D. Neb., D.N.H., D.N.J., E.D.N.Y., S.D.N.Y., E.D.N.C., W.D.N.C., N.D. Ohio, S.D. Ohio, D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

³³ M.D. Fla. and S.D. Ohio.

³⁴ E.D. Okla.

The remaining seventy-five bankruptcy courts³⁵ do not have local rules or procedures that address filing unredacted copies of redacted filings under seal.

F. (f) Option for Filing a Reference List

Subdivision (f) states that any “filing that contains redacted information may be filed together with a reference list that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item listed.” Subdivision (f) further notes that this list must be filed under seal.

Two bankruptcy courts³⁶ have additional requirements for filing reference lists. One bankruptcy court³⁷ requires a reference list whenever redactions may lead to a lack of clarity, and the other bankruptcy court³⁸ requires that reference lists be filed in hard copy. Both of these bankruptcy courts are in districts in which the bankruptcy courts do not have their own local rules but incorporate the district court rules. Thus, both of these additional requirements for reference lists are district court provisions being applied to bankruptcy courts.

One bankruptcy court³⁹ has the same requirements for reference lists as subdivision (f) but does not reference (f) specifically.

The remaining seventy-five bankruptcy courts⁴⁰ do not have local rules or procedures that address the filing of reference lists.

G. (g) Waiver of Protection of Identifiers

Subdivision (g) warns that any “entity waives the protection of subdivision (a) as to the entity’s own information by filing it without redaction and not under seal.”

One bankruptcy court⁴¹ describes the same waiver provisions contained in subdivision (g) without referencing it explicitly, and one bankruptcy court⁴² references subdivision (g) explicitly.

³⁵ M.D. Ala., S.D. Ala., D. Alaska, E.D. Ark., W.D. Ark., D. Ariz., C.D. Cal., E.D. Cal., N.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., D.D.C., N.D. Fla., S.D. Fla., M.D. Ga., D. Guam, D. Haw., D. Idaho, C.D. Ill., N.D. Ill., S.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., W.D. Mich., N.D. Miss., S.D. Miss., E.D. Mo., W.D. Mo., D. Mont., D. Neb., D. Nev., D.N.H., D.N.J., E.D.N.Y., N.D.N.Y., S.D.N.Y., E.D.N.C., M.D.N.C., W.D.N.C., D.N.D., N.D. Ohio, N.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

³⁶ D. Guam and C.D. Ill.

³⁷ C.D. Ill.

³⁸ D. Guam.

³⁹ S.D. Ohio.

⁴⁰ M.D. Ala., S.D. Ala., D. Alaska, E.D/W.D. Ark., D. Ariz., C.D. Cal., E.D. Cal., N.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., D.D.C., M.D. Fla., N.D. Fla., S.D. Fla., M.D. Ga., D. Haw., D. Idaho, N.D. Ill., S.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., W.D. Mich., N.D. Miss., S.D. Miss., E.D. Mo., W.D. Mo., D. Mont., D. Neb., D. Nev., D.N.H., D.N.J., E.D.N.Y., N.D.N.Y., S.D.N.Y., E.D.N.C., M.D.N.C., W.D.N.C., D.N.D., N.D. Ohio, E.D. Okla., N.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

⁴¹ E.D.N.Y.

⁴² D.D.C.

One bankruptcy court⁴³ warns that failure to redact PII from a filing could result in the document being stricken without notice.

The remaining seventy-five bankruptcy courts⁴⁴ do not have local rules or procedures that address the waiver of the protections of subdivision (a).

H. (h) Motion to Redact a Previously Filed Document

Subdivision (h) lays out the procedure to follow if an entity wants to redact a document that has been previously filed with information that should have been redacted under subdivision (a). The rule notes that unless the court orders otherwise, the entity must:

- (A) file a motion to redact identifying the proposed redactions;
- (B) attach to the motion the proposed redacted document;
- (C) include in the motion the docket or proof-of-claim number of the previously filed document; and
- (D) serve the motion and attachment on the debtor, debtor's attorney, trustee (if any), United States trustee, filer of the unredacted document, and any individual whose personal identifying information is to be redacted.

Part (2) of subdivision (h) notes that the “court must promptly restrict public access to the motion and the unredacted document pending its ruling on the motion.” If the motion is granted, the court must docket the redacted document. If the motion is denied, the original filing should be made publicly available again, absent a contrary court order.

Nine bankruptcy courts⁴⁵ describe procedures that are the same as those described in subdivision (h) without explicitly referring to subdivision (h). Four bankruptcy courts⁴⁶ make explicit reference to subdivision (h) when discussing redacting previously filed documents containing material protected under subdivision (a). One bankruptcy court⁴⁷ removes one of the requirements of (h) by only requiring the movant to file a redacted version of the document if they were the original filer.

Sixteen bankruptcy courts⁴⁸ provide additional guidance on these types of motions without referencing subdivision (h) specifically. These additions do not contradict subdivision (h) in any

⁴³ E.D. Mo.

⁴⁴ M.D. Ala., S.D. Ala., D. Alaska, E.D./W.D. Ark., D. Ariz., C.D. Cal., E.D. Cal., N.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., M.D. Fla., N.D. Fla., S.D. Fla., M.D. Ga., D. Guam, D. Haw., D. Idaho, C.D. Ill., N.D. Ill., S.D. Ill., S.D. Ind., N.D. Ind., D. Kan., E.D. La., M.D. La., W.D. La., D. Me., D. Md., D. Mass., W.D. Mich., N.D. Miss., S.D. Miss., W.D. Mo., D. Mont., D. Neb., D. Nev., D.N.H., D.N.J., N.D.N.Y., S.D.N.Y., E.D.N.C., M.D.N.C., W.D.N.C., D.N.D., N.D. Ohio, S.D. Ohio, E.D. Okla., N.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., E.D. Wash., W.D. Wash., N.D.W. Va., S.D.W. Va., E.D. Wis., and W.D. Wis.

⁴⁵ S.D. Ala., E.D. Cal., S.D. Fla., N.D. Ill., M.D. La., N.D. Miss., S.D. Miss., D. Neb., and N.D.N.Y.

⁴⁶ D. Ariz., N.D. Fla., N.D. Iowa, and D.N.J.

⁴⁷ D. Haw.

⁴⁸ D. Alaska, C.D. Cal., D. Del., S.D. Ind., D. Kan., E.D.N.Y., W.D.N.C., D.N.D., N.D. Ohio, E.D. Okla., E.D. Pa., W.D. Pa., M.D. Tenn., E.D. Wash., W.D. Wash., and W.D. Wis.

way but clarify procedures. In twelve of these bankruptcy courts,⁴⁹ the clarifications included specifying that these motions can be filed *ex parte*, noting that these motions do not require separate notice, detailing how to accomplish service, or specifying what forms to use. In the other four of these bankruptcy courts,⁵⁰ the additional instruction was for movants to open a miscellaneous proceeding if they needed to redact multiple documents. This particular instruction is not listed in the text of FRB 9037, but it is mentioned in the Committee Notes.

Some bankruptcy courts have multiple provisions that describe procedures related to the redaction of PII in already filed documents. Four bankruptcy courts⁵¹ refer explicitly to (h) in one provision and, in another provision, give additional administrative instructions, such as which form to use.

Two bankruptcy courts⁵² explicitly reference (h) in one provision and in another provision require that any entity seeking to redact multiple documents open a miscellaneous proceeding to do so. One bankruptcy court⁵³ requires that any entity wishing to redact multiple previously filed documents must open a miscellaneous proceeding to do so, but this bankruptcy court additionally does not require the movant to file the redacted version of the document at the time of the motion, rather allowing them twenty-one days after a motion is granted to enter the redacted filing. One bankruptcy court⁵⁴ refers explicitly to subdivision (h) in one provision and in another notes that no hearing needs to be set prior to a motion to redact a previously filed document.

The remaining forty-one bankruptcy courts⁵⁵ do not have local rules or procedures that address the redaction of previously filed documents.

I. Provisions Consistent with Committee Notes

The Committee Notes make clear that courts may wish to supplement FRB 9037.

One of the examples offered in the Committee Notes is to clarify that the redaction responsibility lies with the filer and not the court. While that fact may be considered implicit in some of the wording in FRB 9037, forty-eight bankruptcy courts⁵⁶ took this suggestion from the Committee

⁴⁹ D. Alaska, C.D. Cal., D. Del., E.D.N.Y., W.D.N.C., D.N.D., N.D. Ohio, E.D. Pa., W.D. Pa., E.D. Wash., W.D. Wash., and W.D. Wis.

⁵⁰ S.D. Ind., D. Kan., E.D. Okla., M.D. Tenn.

⁵¹ D.D.C., D.N.H., D.S.C., and E.D. Wis.

⁵² S.D. Ohio and E.D. Wis.

⁵³ S.D.NY.

⁵⁴ D. Me.

⁵⁵ M.D. Ala., E.D./W.D. Ark., N.D. Cal., S.D. Cal., D. Colo., D. Conn., M.D. Fla., M.D. Ga., D. Guam, D. Idaho, C.D. Ill., S.D. Ill., E.D. La., W.D. La., D. Md., D. Mass., W.D. Mich., E.D. Mo., W.D. Mo., D. Mont., D. Nev. E.D.N.C., M.D.N.C., N.D. Okla., W.D. Okla., D. Or., M.D. Pa., D.P.R., D.R.I., D.S.D., E.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., W.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Va., N.D.W. Va., and S.D.W. Va.

⁵⁶ M.D. Ala., E.D./W.D. Ark., C.D. Cal., E.D. Cal., S.D. Cal., D. Colo., D. Conn., D. Del., M.D. Fla., N.D. Fla., M.D. Ga., D. Guam, D. Idaho, C.D. Ill., N.D. Iowa, D. Mass., W.D. Mich., E.D. Mo., D. Mont., D. Neb., D.N.H., E.D.N.Y., N.D.N.Y., S.D.N.Y., W.D.N.C., S.D. Ohio, E.D. Okla., N.D. Okla., W.D. Okla., D. Or., E.D. Pa., M.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., M.D. Tenn., W.D. Tenn., E.D. Tex., N.D. Tex., D. Utah, D. Vt., E.D. Va., W.D. Wash., N.D.W. Va., S.D.W. Va., and E.D. Wis.

Notes, explicitly stating that the clerk's office and court would not review documents for PII or noting that the responsibility to review lay solely with parties and counsel.

FRB 9037(h) refers to already filed documents and thus could refer to documents filed in closed cases. The Committee Notes make clear that subdivision (h) may apply to closed cases, and fourteen bankruptcy courts⁵⁷ explicitly say that a case need not be reopened to file a motion under subdivision (h). Conversely, one bankruptcy court⁵⁸ requires a case to be reopened to file a motion under subdivision (h).

The Committee Notes also clarify that courts may wish to protect more categories of PII than those delineated in subdivision (a), and twelve courts, noted above, do so, requiring redaction for alien registration numbers, home addresses, driver's license numbers, and employee identification numbers.

The final example provided in the Committee Notes says it might be expedient for courts to allow for the filing of an omnibus motion or the opening of a miscellaneous proceeding when a movant seeks to redact multiple previously filed documents. Eight bankruptcy courts, noted above, include such provisions in their rules or procedures.

J. Transcript Redaction

Thirty-two bankruptcy courts⁵⁹ include provisions about the review of transcripts for PII. These provisions generally give detailed timelines for the review, as well as procedures to follow if a redaction of PII is needed. Although subsection (a) of FRB 9037 governs what must be redacted from the electronic transcript of a court proceeding before it is electronically available, Judicial Conference policy governs procedures for redacting PII from transcripts.⁶⁰ Judicial Conference policy establishes who identifies the information to be redacted and when to remove it from transcripts. This governing Judicial Conference policy explains why the local rules include more procedural detail.

⁵⁷ S.D. Ala., D. Ariz., D. Haw., D. Kan., W.D. La., D.N.H., S.D.N.Y., S.D. Ohio, E.D. Okla., N.D. Okla., W.D. Okla., W.D. Pa., D.S.D., and W.D. Wis.

⁵⁸ D. Mass.

⁵⁹ E.D. Cal., D. Del., D.D.C., M.D. Fla., D. Haw., C.D. Ill., N.D. Iowa, D. Md., W.D. Mich., W.D. Mo., ND. ev., D.N.J., S.D.N.Y., M.D.N.C., W.D.N.C., E.D. Okla., N.D. Okla., W.D. Okla., D. Or., E.D. Pa., W.D. Pa., D.P.R., D.R.I., D.S.C., D.S.D., E.D. Tenn., W.D. Tenn., D. Vt., E.D. Va., W.D. Wash., N.D.W. Va., and W.D. Wis.

⁶⁰ See Guide, Vol. 6, Ch. 5.

Appendix A: Bankruptcy Court Local Rules and Procedures

Middle District of Alabama

<https://www.almb.uscourts.gov/sites/almb/files/ALMB%20Local%20Rules%2C%20April%201%2C%202024.pdf>

[M.D. Ala.] L.B.R. 9037- 1: Privacy Protections for Filings; Redaction; Protective Orders

The responsibility for redacting the personal identifiers discussed in FED. R. BANKR. P. 9037 rests with counsel and the parties. The Clerk is not required to review pleadings for compliance with FED. R. BANKR. P. 9037.

Northern District of Alabama

No local rules or procedures.

Southern District of Alabama

<https://www.alsb.uscourts.gov/sites/alsb/files/Admin%20order%202019-9.pdf>

[S.D. Ala.] Administrative Order No. 2019-9: Redaction by Clerk of Personal Data Identifiers

The clerk of court is hereby authorized to process certain redaction requests without a motion and court order. Any entity seeking to redact personal data identifiers as described in Bankruptcy Rule 9037(a) – social security or taxpayer identification numbers, birth dates, names of non-debtor minors, or financial account numbers – from a filed document may file a Notice of Redaction (“Notice”) using the ECF even “Notice of Redaction” with the redacted document included as the attachment...

Any request to redact information other than the personal data identifiers described in Bankruptcy Rule 9037(a) shall be made by motion in an open case. *See* Bankruptcy Rule 9037(c) & (d).

District of Alaska

https://www.akb.uscourts.gov/sites/akb/files/Local_Rules_20231201.pdf

[Alaska] L.B.R. 9037-1(a): Privacy Protection for Court Filings

(a) Motion to Redact/Restrict Public Access.

(1) When a document has been filed that includes personal identifying information (i.e., Social Security number, bank account number, etc.), a party in interest may:

[A] file an ex parte motion seeking to restrict public access to that document and file a redacted copy; and

[B] lodge a proposed order on the ex parte motion.

(2) If the court enters the order granting the ex parte motion to redact/restrict access, within three

(3) business days from the date the order is entered, the movant must file the redacted copy of the document. (3) Where documents containing personal identifiers have been filed by a party in multiple cases (such as proofs of claim), separate motions to redact/restrict public access must be filed in each case in which such documents have been filed.

District of Arizona

https://www.azb.uscourts.gov/sites/default/files/Local%20Rules%20FINAL%20AMENDED%20-%20Dec%201%202022%20CLEAN_11-17-22_POST%20EVANS%2010252023.pdf

[Ariz.] L.B.R. 2084-27: Transmission of Documents with Personally Identifiable Information to Trustee

Personally Identifiable Information as described in FRBP 9037 must be redacted in any document submitted to the trustee. The trustee may require debtors and counsel to use a specific method or portal, such as a website, for the transmission of documents that may contain personally identifiable information, including tax returns and bank statements.

<https://www.azb.uscourts.gov/sites/default/files/General%20Order%2023-3%20Final.pdf>

[Ariz.] General Order 23-3: Procedure for the Redaction of Personal Identifiers

The Clerk of Court is hereby authorized to process certain redaction requests without a motion and court order. Fed. R. Bankr. P. 9037(h). An entity seeking to redact personal data identifiers as described in Bankruptcy Rule 9037(a) -- social security or taxpayer identification numbers, birth dates, names of non-debtor minors, or financial account numbers -- from a filed document may file a Notice of Redaction ("Notice") using the ECF event "Notice of Redaction" with the redacted document included as the attachment. The Notice will initially be restricted from public view and available only to the party filer and the court until the redaction is complete. Upon receipt of the Notice and the redacted document, the clerk shall permanently restrict the unredacted document from public view and make the Notice and the redacted document available for public view. The Notice may be filed in closed cases. A case does not need to be reopened to request a redaction. A Notice that fails to comply with this general order will remain unprocessed, and the clerk of court is authorized to issue a deficiency notice of non-compliance with respect to any such Notice.

A request to redact information other than the personal data identifiers described in Bankruptcy Rule 9037(a) shall be made by motion in an open case. Fed. R. Bankr. P. 9037(c) & (d).

Eastern & Western Districts of Arkansas

<https://www.areb.uscourts.gov/sites/arb/files/GeneralOrder24.pdf>

[E.D. Ark. & W.D. Ark.] General Order 24

Federal Rules of Bankruptcy Procedure 5005(a)(2), 9029, and 9036 authorize this Court to establish practices and procedures for the filing, signing, maintaining, and verifying of pleadings and papers by electronic means.

This order, effective December 1, 2003, is issued in compliance with the policy of the Judicial Conference of the United States and also Sec. 205 of the E-Government Act of 2002 (Pub. L. No. 107-347). In order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, it is hereby ORDERED that parties shall not include or disclose, or shall partially redact where inclusion or disclosure is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

- a. Social Security Numbers (SSN). If an individual's Social Security Number must be included in a pleading, only the last four (4) digits of that number should be used.
- b. Names of Minor Children. If the involvement of a minor must be mentioned, only the initials of that child should be used.
- 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 (4) of these numbers should be used.

Bankruptcy cases filed electronically as part of the case opening in CM/ECF (Case Management/Electronic Case Files) or as part of the automated Case UpLoad process must include the full social security number in the data submitted, but any PDF should contain only the last four (4) digits. The debtor's attorney shall retain a signed copy of the verified Statement of Social Security Number for five (5) years. Bankruptcy petitions, including amendments, filed in paper form must include a signed paper copy of the verified Statement of Social Security Number, Official Form 21.

Debtors amending a social security number after case opening shall give creditors notice of the amendment in order to comply with Federal Rules of Bankruptcy Procedure 1009(a).

The person filing is responsible for compliance with the requirements stated in this order. After March 1, 2004, failure to comply with this order may result in the Court entering an Order to Show Cause.

Central District of California

https://www.cacb.uscourts.gov/sites/cacb/files/documents/local_rules/COMPLETE%20LBR%2001-31-22%20double-sided.pdf

[C.D. Cal.] L.B.R. 1002-1(d): Petition and Case Commencement Documents - General

(d) Redaction of Personal Identifiers.

(1) Unless otherwise ordered by the court, a party in interest must redact where inclusion is necessary, the following personal identifiers from all lists, schedules, statements, payment advices, or other documents filed or required to be filed with the court in accordance with FRBP 9037(a):

(A) Social Security Numbers. If disclosure of a social security number is required, only the last four digits of that number should be used. [This does not apply to Official Form 121, Statement About Your Social Security Numbers].

(B) Names of Minor Children. If disclosure of the identity of any minor child is required, only the initials of that child should be used.

(C) Date of Birth. If disclosure of an individual's date of birth is required, only the year should be used.

(D) Financial Account Numbers. If disclosure of any financial account number is required, only the last four digits of that number should be used.

[C.D. Cal.] L.B.R. 9037-1: Redaction Requests and Protective Orders Regarding Personal Identifiers

(a) Redaction from Filed Document.

(1) Motion. When a document has been filed containing a personal identifier, a party in interest may file a motion to block public access to the document, using the court-approved form or other language consistent with the court-approved form. The motion may be ruled upon without a hearing pursuant to LBR 9013-1(p). A closed case does not need to be reopened to file this motion.

(2) Service. The motion must contain proof of service by U.S. mail upon the debtor, debtor's counsel (if applicable), United States trustee, and the case trustee (if applicable).

(3) Order. An order must be lodged, using the court-approved form order or other language consistent with the court-approved form.

(4) Filing of Redacted Document. After entry of an order granting the motion, the movant must promptly file the redacted document.

(b) Redaction from Transcript. Pursuant to the court's transcript redaction policy, a (1) Notice of Intent to Request Redaction, and (2) Transcript Redaction Request may be filed using court-approved forms.

https://www.cacb.uscourts.gov/sites/cacb/files/documents/court-manual/CtManual_Sec3.pdf

[C.D. Cal.] CM/ECF Procedures (Case Management/Electronic Case Filing): 3.6(a) Privacy

(a) Redaction of Personal Identifiers. In compliance with the policy of the Judicial Conference of the United States and the E-government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, 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 format, unless otherwise ordered by the court or required by statute, the FRBP, or the Official Bankruptcy Forms.

- (1) Social Security Numbers. If disclosure of a Social Security number is required, only the last four digits of that number should be used. (This does not apply to Official Form 121, Statement About Your Social Security Number(s)).
- (2) Names of Minor Children. If disclosure of the identity of any minor child is required, only the initials of that child should be used.
- (3) Dates of Birth. If disclosure of an individual's date of birth is required by any statement or schedule, only the year should be used.
- (4) Financial Account Numbers. If disclosure of any financial account number is required, only the last four digits of that number should be used.

Eastern District of California

<https://www.caeb.uscourts.gov/documents/Forms/Misc/Local%20Rules%20August%202023.pdf>

[E.D. Cal.] L.B.R. 9018-1(a): Filing Under Seal

(a) Motions to File a Document under Seal - Non-Highly Sensitive Documents. For documents which are not Highly Sensitive Documents (as defined in ¶ (b)), motions to file a document under seal and the document to be placed under seal may be filed through the Court's e-filing system or over the counter. If the motion is granted, the Court will seal only an entire document; it will not seal parts of a document.

Motions to redact information already on the Court's docket or claims register, such as social security numbers, the names of minor children or financial account numbers must comply with the redaction procedures in Local Rule 9037-1.

[E.D. Cal.] L.B.R. 9037-1(a)-(e): Redaction of Personally Identifiable Information

(a) Responsibilities.

- 1) The responsibility for redacting personally identifiable information (as defined in Fed. R. Bankr. P. 9037) rests solely with counsel, parties in interest and non-parties. The clerk, or claims agent if one has been appointed, will not review each document for compliance with this rule.
- 2) Motions to seal documents that contain trade secrets, confidential research, development of commercial information, and/or scandalous or defamatory matter, must comply with Local Rule 9018-1.
- 3) Nothing in this rule prevents a party adversely affected by the disclosure of personally identifiable information from seeking appropriate relief.

(b) Redacting Personally Identifiable Information in Claims or in Documents on the Court's Docket.

Parties that wish to redact personally identifiable information must file a motion to redact that identifies the proposed document for redaction by docket number or, if applicable, by claim number. Within 30 days of an order granting the motion, the filing party must also submit a copy of the original document or claim with all personally identifiable information redacted.

- (c) After the ninety (90) day restriction period has ended, the transcript (or redacted version if one has been filed) will be available for viewing and copying at the Clerk's Office public terminals and remotely available for viewing, downloading, and printing through the Judiciary's PACER system.
- (d) Each party's attorney is required to review a transcript for information that should be redacted under the Judicial Conference's privacy policy and as more particularly described in Fed. R. Bankr. P. 9037. 64 References to social security numbers, individual taxpayer identification numbers, and financial account numbers shall include only the last four digits of such numbers. Birth dates shall include the year of birth only. The names of individuals, other than debtors, known to be and identified as minors shall include the minor's initials only.
- (e) With the exception of transcripts, redaction of the information described in Fed. R. Bankr. P. 9037(a) is the responsibility of the person filing the document. When a transcript is filed, the attorneys and

unrepresented parties who entered an appearance at the hearing are solely responsible for redaction of the information described in Fed. R. Bankr. P. 9037(a). Court reporters are not responsible for identifying a need for redaction or for redacting transcripts absent a request by an attorney or an unrepresented party. The Court's responsibility is to follow Judicial Conference guidelines for providing public access to the transcript and for restricting access in accordance with the privacy policy. The Clerk is not required to review documents filed with the Court for compliance with Fed. R. Bankr. P. 9037.

Northern District of California

https://www.canb.uscourts.gov/sites/default/files/attchments/Bankruptcy_Local_Rules_December_1_2023%20Clean.pdf

[N.D. Cal.] L.B.R. 1001-2(a): Applicability of Civil Local Rules

Incorporates all but specific Civil Local Rules.

https://www.cand.uscourts.gov/wp-content/uploads/2023/10/CAND_Civil_Local_Rules_10-19-2023.pdf

[N.D. Cal.] L.R. 79-5: Filing Documents Under Seal in Civil Cases

- (a) Right of Access.** The public has a right of access to the Court’s files. This local rule applies in all instances where a party seeks to conceal information from the public by filing a document, or portions of a document, under seal. A party must explore all reasonable alternatives to filing documents under seal, minimize the number of documents filed under seal, and avoid wherever possible sealing entire documents (as opposed to merely redacting the truly sensitive information in a document).
- (b) Necessity of Filing a Motion to Seal.** A party must file a motion to seal a document at the same time that the party submits the document. Filing a motion to seal permits the party to provisionally file the document under seal, pending the Court’s ruling on the motion to seal. A party need not file a motion to seal if a federal statute or a prior court order in the same case expressly authorizes the party to file certain documents (or portions of documents) under seal.
- (c) Contents of Motion to Seal.** Reference to a stipulation or protective order that allows a party to designate certain documents as confidential is not sufficient to establish that a document, or portions thereof, are sealable. A motion to seal a party’s own document (as opposed to a document designated as confidential by another party, as discussed in subsection (f)) must be filed as an Administrative Motion to File Under Seal in conformance with Civil L.R. 7-11. This requirement applies even if the motion is joined by the opposing party. The motion must include the following:
- (1)** a specific statement of the applicable legal standard and the reasons for keeping a document under seal, including an explanation of:
 - (i) the legitimate private or public interests that warrant sealing;
 - (ii) the injury that will result if sealing is denied; and
 - hy a less restrictive alternative to sealing is not sufficient;
 - (2)** evidentiary support from declarations where necessary; and (3) a proposed order that is narrowly tailored to seal only the sealable material, and which lists in table format each document or portion thereof that is sought to be sealed.
- (d) Procedure for Filing Declarations or Exhibits.** Where the document to be sealed is a declaration or an exhibit to a document filed electronically, an otherwise blank page reading “EXHIBIT FILED UNDER SEAL” shall replace the exhibit in the document filed on the public docket, and the exhibit

to be filed under seal shall be filed separately as an attachment to the Administrative Motion to File Under Seal.

(e) Procedure for Filing Pleadings and Briefs. Only in rare circumstances should a party seek to file portions of a pleading or brief under seal. For redacted pleadings and briefs, the following procedure applies:

- (1) the party shall redact the confidential information from the pleading or brief filed on the public docket; and
- (2) the party shall file the unredacted pleading or brief under seal, as an attachment to an Administrative Motion to File Under Seal. The unredacted version must include the phrase “FILED UNDER SEAL” prominently marked on the first page and must highlight the portions for which sealing is sought. Motions to seal entire pleadings or briefs are strongly disfavored and will be granted only in extraordinary circumstances.

(f) Motion to Consider Whether Another Party’s Material Should be Sealed. For any document a party (“Filing Party”) seeks to seal because that document has been designated as confidential by another party or non-party (the “Designating Party”), the Filing Party must, instead of filing an Administrative Motion to File Under Seal, file an Administrative Motion to Consider Whether Another Party’s Material Should Be Sealed.

- (1) This motion must identify each document or portions thereof for which sealing is sought, but the Filing Party need not satisfy the showing required in subsection (c)(1) above.
- (2) In the event the Designating Party is not an ECF user in the case, the Filing Party must serve the motion on the Designating Party the same day the motion is filed.
- (3) Within 7 days of the motion’s filing, the Designating Party must file a statement and/or declaration as described in subsection (c)(1). A failure to file a statement or declaration may result in the unsealing of the provisionally sealed document without further notice to the Designating Party.
- (4) If any party wishes to file a response, it must do so no later than 4 days after the Designating Party files its statement and/or declaration. Responses may not exceed 5 pages absent leave of the Court.
- (5) In the event a single document contains various portions that more than one party bears the burden of showing is sealable, the filing party must file separate motions pursuant to 79-5(c) and 79-5(f) as appropriate. Each party must then satisfy its own burden with respect to that portion of the document that it seeks to seal.
- (6) Additionally, overly broad requests to seal may result in the denial of the motion.

(g) Effect and Duration of Court’s Ruling on Motion to Seal.

- (1) When the Court grants a motion to seal or otherwise permits a document to remain under seal, the document will remain under seal until further order of the Court.
- (2) When the Court denies a motion to seal, it will determine whether to consider the information sought for sealing and require its public filing, permit its withdrawal without considering the information, or order any other disposition it deems proper.

(3) Parties or non-parties may, at any time, file a motion requesting that the Court unseal a document. If a motion to unseal is filed more than 3 years after the case is closed, there will be a strong presumption that the document will be unsealed.

- (h)** Manual Filing of Sealed Documents. When a pro se party who is not an e-filer wishes to manually file a document under seal, the pro se party shall place the document and the Administrative Motion to File Under Seal in a sealed envelope, marked with the case caption and the phrase “FILED UNDER SEAL.”

Southern District of California

https://www.casb.uscourts.gov/sites/casb/files/2023_LBR_Admin_combined_2023-12-01_R2.pdf

[S.D. Cal.] L.B.R. 9018: Restricting Public Access to Documents and Filing Documents Under Seal

Documents Containing Personal Identifiers. All requests to restrict public access to Documents, including proofs of claims and attachments, containing any of the personal identifiers enumerated in FRBP 9037(a) must be made by motion to restrict (redact) the Document. The entry of an order on the motion under this Local Bankruptcy Rule is considered an administrative function and is delegated to the Clerk. The Movant must file the amended Document with the redacted information concurrently with the motion to restrict access.

https://www.casb.uscourts.gov/sites/casb/files/CSD_1800_Administrative_Procedures_2022-12-01%282023%29.pdf

[S.D. Cal.] Administrative Procedures 2.9: Privacy

Unless otherwise ordered by the Court, parties must refrain from including, or must partially redact where inclusion is necessary, the following personal identifiers from all documents filed with the Court, including exhibits thereto:

- Social Security numbers. If an individual's Social Security number must be provided, only the last 4 digits of that number should be used.
- Names of minor children. If the name of a minor child must be provided, only the initials of that child should be used. 11
- Dates of birth. If an individual's date of birth must be provided, only the year should be used.
- Financial account numbers. If financial account numbers must be provided, only the last 4 digits of these numbers should be used. The responsibility for redacting personal identifiers rests solely with the parties. The Clerk's Office will not review documents for compliance with this rule.

District of Colorado

https://www.cob.uscourts.gov/local_rules/Local_Bankruptcy_Rules_Compendium.pdf

[Colo.] L.B.R. 4002-1(b): Duties Regarding Tax Information

(b) Redaction of Personal Information in Tax Returns. Under L.B.R. 9037-1, it is the responsibility of any party filing documents, including tax information, to redact personal information. The Court will file all documents as tendered without taking any action to redact personal information.

[Colo.] L.B.R. 9037-1: Redaction for Privacy

It is the responsibility of any party filing documents, including proofs of claim, with the Court, not the Clerk, to redact social security numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children. This includes copies of employee payment advices, tax returns, or other financial documents that may be filed or attached as an exhibit to documents filed with the Court. In the event a petition or other document is tendered for filing that bears the entire social security number of the debtor or other personal identifiers, the Clerk will file said petition or document as tendered without taking any action to redact the first five digits of the social security number or personal identifiers.

District of Connecticut

https://www.ctb.uscourts.gov/sites/ctb/files/Local%20Rules_2021%20Revisions%20with%20Appendices_appdixO-revisions_2023_03_15.pdf

[Conn.] L.B.R. 1007-1(b): Lists, Schedules, and Statements

(b) Privacy Information.

(1) Redaction of Personal Identifiers. Unless otherwise ordered by the Court, all individuals and entities shall not include, and shall redact the following personal identifiers from all documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper:

(A) Social Security Numbers. If an individual's social security number must be included in a pleading or document, only the last four digits of that number should appear.

(B) Names of Minor Children. If a minor child is mentioned, only the initials of that child should appear.

(C) Dates of Birth. If an individual's date of birth is included in a pleading, only the birth year should appear.

(D) Financial Account Numbers. If financial account numbers are used, only the last four digits of these accounts should appear. **(E) Employee Identification Number.** If an Employee Identification Number is used, only the last four digits should appear.

(2) Responsible Party. The responsibility for redacting these personal identifiers rests solely with the filer. The Clerk's Office will not review filed documents for compliance with this rule.

District of Delaware

https://www.deb.uscourts.gov/sites/default/files/local_rules/Local_Rules_2023.pdf

[Del.] L.B.R. 9018-1(f): Exhibits; Documents under Seal; Confidentiality

- (f) Confidentiality. If any information or documents are designated confidential by the producing party at the time of production and the parties have not stipulated to a confidentiality agreement, until such an agreement has been agreed to by the parties or ordered by the Court, disclosure shall be limited to members and employees of the law firm representing the receiving party and such other persons as to which the parties agree. Such persons are under an obligation to keep such information and documents confidential and to use them only for purposes of the contested matter or the proceeding with respect to which they have been produced. Additionally, parties may stipulate to the application of this rule in connection with informal discovery conducted outside a contested matter or adversary proceeding (e.g., a statutory committee's investigation of the validity, perfection or amount of a secured creditor's prepetition lien), in which case the documents and information produced shall be used only for the purpose defined by the parties' stipulation.

[Del.] L.B.R. 9037-1: Redaction of Personal Data Identifiers

- (a) Responsibility for Redaction. The responsibility for redacting personal data identifiers (as defined in Fed. R. Bankr. P. 9037) rests solely with counsel, parties in interest and non-parties. The Clerk, or claims agent if one has been appointed, will not review each document for compliance with this Rule. In the event the Clerk, or claims agent if one has been appointed, discovers that personal identifier data or information concerning a minor individual has been included in a pleading, the Clerk, or claims agent if one has been appointed, is authorized, in its sole discretion, to restrict public access (except as to the filer, the case trustee, the United States Trustee and the claims agent) to the document in issue and inform the filer of the requirement to file a motion to redact.
- (b) Method of Redaction. The filer of the document containing personal data identifiers shall, in accordance with CM/ECF procedures, file a motion to redact that identifies the proposed document for redaction by docket number or if applicable, by claim number. The filer shall submit, with the motion to redact, an exhibit containing the document to be substituted for the original filing.
- (c) Clerk's Action upon Filing. Upon filing of the motion to redact, the Clerk's Office will restrict the original image containing the personal data identifiers from public view (except as to the filer, the case trustee, the United States Trustee and the claims agent) on the docket.
- (d) Notice. The filer shall include a certificate of service at the time the motion to redact is filed, showing service to the following recipients: the debtor, anyone whose personal information has been disclosed, the case trustee (if any) and the United States Trustee.

<https://www.deb.uscourts.gov/transcription-redaction-procedure>

[Del.] Transcript redaction procedures

Gives detailed information about the procedures to do this, including:

Per Bankruptcy Rule 9037, when a transcript has been requested, each party's attorney is required to review the completed document to insure that the following personal information is not made public record. If a party is pro se, the party needs to perform this review himself/herself.

Information which should be redacted includes all but the last four digits of a social security number, all but the last four digits of account numbers, all but the initials of minor children and all but the year of birth.

District of Columbia

<https://www.dcb.uscourts.gov/sites/dcb/files/2023-12-01%20LBR%20v%202.0%20for%20publication.pdf>

[D.C.] L.B.R. 5003-1(e): Clerk-General/Authority

The Clerk is authorized, in the exercise of the Clerk's discretion and in furtherance of its administrative duties, to prepare, sign, and enter, on behalf of the Court, any order authorized by the Court, including but not limited to:

- (e) Restrict public access to documents containing unredacted personally identifiable information as defined in Bankruptcy Rule 9037(a) prior to the filing of a motion requesting the same under Bankruptcy Rule 9037(h) unless Bankruptcy Rule 9037(g) applies.

[D.C.] L.B.R. 9013-1(c)(1)(e): Motion Practice

- (c) Required Notice. Unless a contemporaneous motion is filed under Local Bankruptcy Rule 9013–2, a motion filed with the Court, including a motion filed in an adversary proceeding, shall include or be accompanied by a conspicuous notice of the motion, objection deadline, and hearing, if applicable. The notice must conform substantially to Official Form B 420A.

- (1) Exceptions. In addition to those pleadings specifically set forth in these Local Bankruptcy Rules, the following motions do not require a separate notice:

- (E) a motion to restrict public access under Federal Rule 9037(h).

[D.C.] L.B.R. 9037-1: Privacy Protections for Filings; Redaction; Protective Orders

Transcript Redaction Procedures. Upon the receipt of a transcript, the Clerk shall serve a Notice of Requirement to Review Transcript on all parties to the hearing. A filed transcript shall be available at the Clerk's office for inspection only for a period of ninety (90) days after it is filed. During the ninety (90) day period, a copy of the transcript may be obtained from the transcriber at Page 50 the rate established by the Judicial Conference, the transcript will be available within the court for internal use, and an attorney who obtains the transcript from the transcriber may obtain remote electronic access to the transcript via the Court's NextGen CM/ECF system for purposes of creating hyperlinks to the transcript in court filings and for other purposes. Attorneys, or selfrepresented litigants, will have seven (7) days from the date of filing of the transcript to file a Notice of Intent to Request Redaction with the Court, stating an intention to review the transcript to determine whether to request redaction of sensitive private information before the transcript is made electronically available to the public. A copy of the notice must be served upon the transcriber. A party will have twenty-one (21) days from the date of the filing of the transcript to file a Request for Redaction of Transcript with the Court (which will be a private, restricted event) and send a copy to the transcriber, listing the entries by page and line where personal data appears that should be redacted. The deadline for filing the redacted version of the transcript is thirty-one (31) days from the filing date of the transcript. At the end of the ninety (90) day restriction period, the redacted version shall be made available via remote electronic access and at the public terminals in the Clerk's

office for viewing and printing. The unredacted version of the transcript shall not be available via remote electronic access or at the Clerk's office upon the filing of the redacted transcript; it shall be maintained as a private, restricted event. An attorney who purchases the transcript during the ninety (90) day restricted period shall be given remote electronic access to the transcript and any redacted version filed.

Middle District of Florida

<https://www.flmb.uscourts.gov/localrules/Rules/1001-3.pdf>

[M.D. Fla.] L.B.R. 1001-3: Privacy Policy Regarding Public Access to Electronic Case Files

- (a) ***Application of Rule.*** In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, parties shall not include, or shall partially redact where inclusion is necessary, the following Personal Data Identifiers from papers 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 Forms. This rule applies to:
- (1) ***Social Security Numbers.*** If an individual's Social Security number must be included in a paper filed with the Court, only the last four digits of that number shall be used.
 - (2) ***Names of Minor Children.*** If the involvement of a minor child must be mentioned, only the initials of that child shall be used.
 - (3) ***Dates of Birth.*** If an individual's date of birth must be included in a paper filed with the Court, only the year shall be used.
 - (4) ***Financial Account Numbers.*** If financial account numbers are relevant, only the last four digits of these numbers shall be used.
- (b) ***Responsibility.*** The responsibility for redacting these Personal Data Identifiers rests solely with counsel and the parties. The Clerk will not review papers for compliance with this rule.
- (c) ***Unredacted Papers Containing Personal Data Identifiers May Be Filed Under Seal.*** In compliance with the E-Government Act of 2002, papers containing Personal Data Identifiers that are relevant to the case may be filed in unredacted form under seal pursuant to Local Rule 5005-4. The filer shall also file a redacted copy via CM/ECF.

Northern District of Florida

https://www.flnb.uscourts.gov/sites/flnb/files/local_rules_02-26-2024.pdf

[N.D. Fla.] L.B.R. 1009-1(D): Amendments of Voluntary Petitions, Lists, Schedules and Statements

(D) **Amendments to Social Security or Taxpayer Identification Numbers.** An amended social security number statement, applicable form available online, should be filed to correct a previously filed social security or individual taxpayer identification number. The amended social security number statement must be served in accordance with Bankruptcy Rule 1009(c), and a certificate of service must be filed separately.

[N.D. Fla.] L.B.R. 5007-1(A) & (D): Transcripts

(A) Hard copy access to all transcripts provided to the Court by a court reporter or transcriber will initially be restricted to Court users and case participants for a period of ninety (90) days from the date of filing to allow interested parties the opportunity to review the transcript and file a request for redaction, requesting that personal data identifiers be redacted prior to the transcript being made available to the public. Such personal identifiers are:

- (1) Social security numbers
- (2) Financial account numbers
- (3) Names of minor children
- (4) Dates of birth
- (5) Home addresses of individuals

(C) Within seven (7) calendar days of the filing of the official transcript on the docket, each party shall inform the Court, by filing a notice of intent to request redaction with the Clerk and serving a copy on the transcriber, of the party's intent to redact personal data identifiers from the electronic transcript of the court proceeding. The party then has twenty-one (21) calendar days from the date of the filing of the official transcript to file a request for redaction with a listing indicating where the personal identifiers to be redacted appear in the transcript and serve a copy on the transcriber. The transcriber will then have thirty-one (31) calendar days from the date of the filing of the official transcript to file a redacted version of the transcript. Parties shall not include in their public filing the information they want redacted. The transcriber must redact the identifiers as directed by the party as follows:

- (1) Social security numbers will be limited to the last four digits;
- (2) Financial account numbers;
- (3) Names of minor children;
- (4) Dates of birth; and
- (5) Home addresses of individuals.

[N.D. Fla.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

Procedures to protect personal identifiers and information are governed in accordance with Bankruptcy Rule 9037 and this Court's Standing Order governing electronic filing, available online. Bankruptcy Rule 9037(h) applies if a document containing information in violation of those provisions is filed.

[N.D. Fla.] L.B.R. 9070-1(B): Exhibits

(B) Redaction of Personal Data Identifiers. Exhibits must be redacted prior to electronic or paper filing in accordance with Local Rule 9037-1.

Southern District of Florida

https://www.flsb.uscourts.gov/sites/flsb/files/local_rules/2020_Local_Rules_%28Rev.12-01-2020%29_18.pdf

[S.D. Fla.] L.B.R. 4002-1: Debtor's Duty to Provide Tax Returns to Trustee and Creditors.

Copies of the debtor's tax returns under 11 U.S.C. §1116(1)(A), Bankruptcy Rule 4002(b)(3) and (4), shall be provided in accordance with Local Rule 5005-1(A)(2).

[S.D. Fla.] L.B.R. 5005-1(2)(a): Filing and Transmittal of Papers.

(2) Compliance with Federal Judiciary Privacy Policy. All papers submitted for filing must comply with the federal judiciary privacy policy and the Bankruptcy Rules which address the extent to which personal information will be required to be submitted or included in the public records of the court.

(a) Papers Filed with the Court. Filers of papers shall be responsible for redacting Social Security or other individual taxpayer identification numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children from documents filed with the court. Unless otherwise ordered by the court, any documents which include personal identifiers should be redacted to exclude the personal information or, if such redaction is not practical, the party may seek to submit them as sealed records pursuant to subdivision (4) of this Rule; however, the court may still require submission of a redacted copy for inclusion in the public records. Redaction guidelines for personal information not addressed by the Bankruptcy Rules or forms include:

- (i)** Social Security or other individual taxpayer identification numbers. If an individual's social security or other individual taxpayer identification number must be included in a pleading, only the last four digits of that number should be used.
- (ii)** Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used. When completing Official Bankruptcy Forms requiring information on minors, follow the form instructions regarding how to indicate this information.
- (iii)** Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used. When completing Official Bankruptcy Forms requiring information on minors, follow the form instructions regarding how to indicate this information.
- (iv)** Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

[S.D. Fla.] L.B.R. 9013-1(C)(24): Motions

(C) Motions That May Be Considered Without a Hearing (Ex Parte Motions). In addition to those matters that may be considered without a hearing pursuant to the Bankruptcy Rules or other provisions in

these rules, unless otherwise directed by the court no hearing is required for the following motions. For each motion indicated below, the moving party shall follow the procedure in Local Rule 5005-1(G)(1)(a) and not the procedure in Local Rule 9073-1. Upon entry of an order, the motion and entered order shall be served as required by these rules. This subdivision is not intended to restrict a judge's authority to grant relief without a hearing on other motions.

(24) Motions to redact personal information under Local Rule 9037-1.

[S.D. Fla.] L.B.R. 9037-1: Procedure for Requiring the Filing of Redacted Documents.

A party seeking to redact personal information as set forth in Local Rule 5005-1(A)(2) may file an *ex parte* motion, with the proposed redacted document attached as an exhibit, accompanied by the required filing fee, requesting an order directing the clerk to restrict the unredacted document from public view. If the motion is being filed in a closed case, a motion to reopen case is not required if the sole purpose of the reopening is to file a motion to redact personal information. Simultaneously with the filing of the *ex parte* motion, the movant must upload a proposed order granting the *ex parte* motion. Within five business days of entry of an order granting the *ex parte* motion, the movant must file, as a separate document, the redacted document. Except for redaction of personal identifiers, the redacted document must be identical to the one previously filed. The clerk will restrict public access to the unredacted document containing personal identifiers pending entry of an order granting the *ex parte* motion. If the document requiring redaction is a proof of claim, the filer of the original proof of claim must file a redacted proof of claim. Unless the motion is being filed under seal, the motion should not repeat the actual personal information for which redaction is sought. A copy of the motion and entered order must be served by the movant on the debtor, debtor's attorney, filer of the unredacted document, any individual whose personal identifiers have been exposed, the case trustee (if any), and the U.S. trustee. The original filed document will remain restricted to preserve the full record.

Middle District of Georgia

https://www.gamb.uscourts.gov/USCourts/sites/default/files/local_rules/Local_Rules_Jan_2023.pdf

[M.D. Ga.] L.B.R. 5075-1: Clerk's Authority to Redact Information on File with the Court

(a) Redaction by the Clerk of Court. Any entity needing to redact information on file with the Court may file a request for redaction. Such request shall specify the document containing the information and a contention that the information is one or more of the following types:

- (1) Social Security numbers
- (2) Financial account numbers
- (3) Dates of birth or names of minor children

Upon filing such request, the Clerk of Court shall remove the subject document from the public docket. The party requesting redaction shall file with the Court a replacement document with all necessary redaction properly executed by the filer within 14 days from the date of the request. If no replacement document is filed, the Clerk of Court shall place the original document back on the public docket.

(b) Redaction by the Court. Any information to be redacted other than that contained in paragraph (a) of this Rule shall only be redacted by order of the Court and after motion and hearing.

Northern District of Georgia

No local rules or procedures.

Southern District of Georgia

No local rules or procedures.

District of Guam

<https://www.gud.uscourts.gov/sites/gud/files/BK%20RULES%20FINAL%20rev%2011-20-2023.pdf>

[Guam] L.B.R. 1001-1(d): Title, Application and Scope of Rules

(d) Relationship to District Court of Guam General and Civil Local Rules. These rules shall incorporate the General and Civil Local Rules of the District Court of Guam as appropriate.

[Guam] L.B.R. 1007-1(b)(1): Lists, Schedules and Statements

(1) Non-Filing of Payment Advices. Unless the court orders otherwise, the copies of payment advices or other evidence of payment received by the debtor from any employer described in § 521(a)(1)(B)(iv) may not be filed with the court. If the court permits the filing, the filing party is responsible for redacting any confidential information, such as all but the last 4 digits of the debtor's Social Security number and any financial account numbers

<https://www.gud.uscourts.gov/sites/gud/files/General%20Local%20Rules%2020220419%20final.pdf>

[Guam] GNLR 5.2: Privacy and Public Access to Case Files

(a) In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, 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 by paper, unless otherwise ordered by the Court, or required by statute, a federal rule of procedure, or the Official Bankruptcy Forms:

(1) 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 (i.e., XXX-XX-6789). However, in bankruptcy cases, the debtor(s) shall file a Statement of Social Security Number(s) (Form B21) at the time the petition is filed. The debtor(s) must report the full nine-digit Social Security number(s) of the debtor(s) in this document to be submitted – not filed – with the Clerk's Office. This document will be used for internal purposes only and will not be part of the public record. Failure to timely submit Form B21 may result in the dismissal of the case.

(2) Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used. In bankruptcy cases, on Schedule I of Official Bankruptcy Form 6, list the relationship and the age of the debtor's dependent(s), (i.e., son, age 6).

(3) Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used. In bankruptcy cases, on Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.

(4) Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used. In bankruptcy cases, on Schedules D, E, and F of official

Bankruptcy Form 6, debtors, if they choose, may include their full account numbers to assist the trustee and creditors.

(5) Home addresses for criminal cases. If a home address must be included in a pleading filed in a criminal case, only the city and state should be listed.

(b) In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may:

(1) file an unredacted version of the document in paper form under seal with the Clerk's Office; or

(2) file a reference list in paper form under seal with the Clerk's Office. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifiers. The reference list may be amended as of right. The document or reference list must contain the following heading: "SEALED DOCUMENT PURSUANT TO E-GOVERNMENT ACT OF 2002." The unredacted version of the document or reference list shall be retained by the Court as part of the record until further order of the Court. The party must also file a redacted copy of the document for the public file.

(c) Because of remote electronic availability, caution should be exercised and the necessity to seal considered when filing documents that contain any of the following information:

- (1)** any personal identifying number, such as a driver's license number;
- (2)** medical records, treatment and diagnosis;
- (3)** employment history;
- (4)** individual financial information;
- (5)** proprietary or trade secret information;
- (6)** information regarding an individual's cooperation with the government.
- (7)** information regarding the victim of any criminal activity;
- (8)** national security information; and
- (9)** sensitive security information as described in 49 U.S.C. §114(s).

(d) Without a Court order, the following documents shall not be included in the public case file and should not be made available to the public at the courthouse or via remote electronic access:

- (1)** unexecuted summonses or warrants of any kind (e.g., search warrants, arrest warrants);
- (2)** pretrial bail or presentence investigation reports;
- (3)** statements of reasons in the judgment of conviction;
- (4)** juvenile records;
- (5)** documents containing identifying information about jurors or potential jurors;

- (6) financial affidavits filed in seeking representation pursuant to the Criminal Justice Act;
 - (7) *ex parte* requests for authorization of investigative, expert or other services pursuant to the Criminal Justice Act; and
 - (8) sealed documents. If the Court seals a document after it has already been included in the public file, the Clerk shall restrict viewing of the document from both the electronic and paper files as soon as the order sealing the document is entered.
- (e) The responsibility for redacting personal data identifiers and properly filing documents to be sealed rests solely with counsel and the parties. The Clerk's Office will not review each pleading for compliance with this rule.

District of Hawaii

<https://www.hib.uscourts.gov/sites/hib/files/documents/local-rules/LBR2024Jan22.pdf>

[Haw.] L.B.R. 5077-1(e) & (f): Transcripts and Recordings

(e) Responsibility to Review. Each party attending the hearing is responsible for reviewing the transcript for compliance with Bankruptcy Rule 9037(a). A party is responsible for reviewing the following:

- (1) opening and closing statements made on the party's behalf;
- (2) statements of the party;
- (3) the testimony of any witnesses called by the party; and
- (4) any other portion of the transcript as ordered by the court.

(f) Request for Redaction.

(1) Personal Data Identifiers. A party may request redaction of the information described in Bankruptcy Rule 9037(a) by filing a request substantially conforming to the local form (Request for Redaction of Personal Data Identifiers) not later than 21 days after the date of filing of the transcript.

(2) Other Information. A party may request redaction of additional private or sensitive information by filing a motion not later than 21 days after the date of filing of the transcript.

[Haw.] L.B.R. 6070(d): Tax Information Filed with Court

(d) Redaction of Personal Identifiers. Prior to filing any tax information with the court, the filing party must redact all personal identifiers as required under Bankruptcy Rule 9037. Court employees are not responsible for making any redactions of personal identifying information.

[Haw.] L.B.R. 9037-1: Privacy Protection of Personally Identifiable Information

(a) Motion to Redact. If a document in the public record contains unredacted personally identifiable information protected under Bankruptcy Rule 9037 or other authority, a party may request that the court restrict remote electronic access to the document by filing a motion substantially conforming to the local form (Motion to Redact). The motion may be filed in a closed case. The filing fee may be waived if the filer is the individual or represents the individual whose personal information is the subject of the motion.

(b) Service of Motion. The moving party must serve a copy of the motion on the debtor, any individual whose personal identifiers have been exposed, the filer of the unredacted document, the trustee, and the United States Trustee. A certificate of service shall identify any minor served only by the minor's initials.

(c) Submission of Redacted Document. If the moving party is the party who originally filed the subject document, that party must file a redacted version of the document for the public record. If no changes are made to the previously filed document except for redactions, the redacted version should be attached to the local form (Submission of Redacted Version of Previously Filed Document).

District of Idaho

https://www.id.uscourts.gov/content_fetcher/print_pdf_packet.cfm?Court_Unit=Bankruptcy&Content_Type=Rule

[Idaho] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

- (a) It is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers pursuant to Fed. R. Bankr. P. 9037 is completed. The clerk will not review filings for redaction.
- (b) A party wishing to file a document containing the personal data identifiers listed in Fed. R. Bankr. P. 9037 may file an unredacted document under seal only if the party believes maintenance of the unredacted material in the court record is critical to the case. The document must contain the following heading in the document, "SEALED DOCUMENT PURSUANT TO FED. R. BANKR. P. 9037". This document shall be retained by the court as part of the record until further order of the court. The party must also electronically file a redacted copy of this document for the official record.

Central District of Illinois

<https://www.ilcb.uscourts.gov/local-rules-procedures-and-standing-orders>

Bankruptcy court webpage notes that the Central District of Illinois Bankruptcy Court does not have its own local rules. Instead, it uses the civil rules.

<https://www.ilcb.uscourts.gov/news/public-notice-promulgation-local-bankruptcy-rules>

However, the website further notes that they are proposing local rules, and the comment period ended February 29, 2024.

<https://www.ilcd.uscourts.gov/sites/ilcd/files/February%201%202024%20Local%20Rules%20%28Updated%201-19-24%29.pdf>

[C.D. Ill.] LR. Cv 5.11: Privacy

(A) Redactions

To address the privacy concerns created by Internet access to Court documents, litigants must modify or partially redact certain personal data identifiers appearing in case initiating documents, pleadings, affidavits, or other papers. In addition to those set out in Rule 5.2 of the Federal Rules of Civil Procedure, these identifiers and the suggested modifications are as follows:

- (1) Addresses: Use only City and State;
- (2) Signatures: Use s/name; and
- (3) Driver's License numbers: Use only last four numbers.

Litigants also should consider redacting or filing a motion to file under seal any document that contains information that might bring harm to anyone or should not be made public for law enforcement or security reasons.

(B) Unredacted Documents and Reference Lists

When redactions result in a document's intent being unclear or if ordered by the Court, the filing party must file under seal an unredacted document or a reference list. A reference list must contain the complete personal data identifier(s) and the redacted identifier(s) to be used in its (their) place in the filing. If an unredacted version is not filed, the unredacted version of the document or the reference list must be retained by the filing party for one year after completion of the case, including all appeals. Upon a showing that the redacted information is both relevant and legitimately needed, the Court may, in its discretion, order the information disclosed to counsel for all parties.

(C) Transcript Redactions Parties and attorneys may order transcripts.

A Court reporter then will file the transcripts electronically in CM/ECF. The transcript will be available for viewing at the Clerk's office public terminal, but may not be copied nor reproduced by the Clerk's office for a period of 90 days. A Notice of Filing of Official Transcript will be served on

all parties. If any material should be redacted from a transcript, a party must file a Notice of Intent to Request Redaction within 7 days of the filing of the transcript. The responsibility for identifying material that should be redacted, in a transcript, lies solely with counsel and the parties. Within 21 days from the filing of the transcript, the parties must file under seal a Motion of Requested Redactions indicating where the material to be redacted is located, by page and line. If a party fails to follow the procedures for requesting redaction, the official transcripts will be made available electronically to the public 90 days after the transcript was initially filed with the Clerk. 15

(D) Pro Se Parties

Documents filed in civil cases brought by pro se prisoners need not be redacted unless so ordered by the presiding Judge. Non-prisoner pro se parties must comply with the redaction Rules.

(E) Social Security Cases

Documents filed in social security cases need not be redacted unless so ordered by the presiding judge.

Northern District of Illinois

<https://www.ilnb.uscourts.gov/sites/ilnb/files/LocalRules-4-19-2022.pdf>

[N.D. Ill.] L.B.R. 9037-1: motion to Redact Personal Information

A motion to redact personal information prohibited under Fed. R. Bankr. P. 9037(a) should be filed without a notice of motion and without serving other parties. The motion must be accompanied by a redacted version of the filed document and a proposed order requiring the clerk to substitute the redacted document for the unredacted document. The judge should rule on the motion as soon as possible without holding a hearing unless there appears to be a reason to deny the motion, in which case the judge should set the matter for hearing with the movant as soon as possible.

Southern District of Illinois

https://www.ilsb.uscourts.gov/sites/ilsb/files/LocalRules-BkSoDistrict_12-01-15.pdf

[S.D. Ill.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

The Court, on its own motion or on a motion for a protective order filed pursuant to Rule 9037(d) of the Federal Rules of Bankruptcy Procedure, may rule on such motion without notice or hearing.

Northern District of Indiana

No local rules or procedures.

Southern District of Indiana

<https://www.insb.uscourts.gov/sites/insb/files/Local-Rules.pdf>

[S.D. Ind.] L.B.R. 3001-1(b): Proof of Claim

(b) Redaction of Personal Identifiers

A claimant shall redact all personal identifiers on the proof of claim and attached documents filed with the Clerk as required by Fed.R.Bankr.P. 9037.

[S.D. Ind.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

(a) Motion to Redact a Previously Filed Document

A party seeking to redact from a previously filed document information that is protected under Fed.R.Bankr.P. 9037(a) shall:

- (1) file a Motion to Redact a Previously Filed Document that identifies the proposed redactions;
- (2) include within the motion the docket or claim number of the previously filed document; and
- (3) serve the motion and attachments on the Debtor, Debtor's attorney, trustee (if any), UST, the filer of the previously filed document (the "Original Filer"), and any individual whose personal identifying information is to be redacted.

The event Motion to Restrict Access is intended for use with requests under 11 U.S.C. §107 and should not be used when requesting removal of personal identifiers.

(b) Restricting Public Access to the Unredacted Document; Docketing the Redacted Document

The Clerk shall promptly restrict public access to the Motion to Redact a Previously Filed Document and the unredacted document pending the Court's ruling. If the Court grants the motion, the Original Filer shall file the redacted version of the document and the restrictions on public access to the motion and the unredacted document remain in effect, unless the Court orders otherwise. If the Court denies the motion, the restrictions shall be lifted, unless the Court orders otherwise. 81 | Page

(c) No Notice or Hearing Required

The Court may rule upon a Motion to Redact a Previously Filed Document without notice or hearing.

(d) Filing Fee

The required filing fee is due if the Motion to Redact a Previously Filed Document is filed by the Original Filer. The fee is waived for all other parties.

(e) Omnibus Motion to Redact Procedure

A party that seeks redaction of documents in more than ten cases

Northern District of Iowa

https://www.ianb.uscourts.gov/sites/ianb/files/2023%20Local%20Rules%20-%20%28Final%29_0.pdf

[N.D. Iowa] L.B.R. 5007-1(f): Transcripts

(f) Parties who timely file the “Notice of Intent to Request Redaction of Transcript”, shall, within 21 days of the filing of the transcript, unless otherwise ordered by the Court, prepare and submit to the transcriber a “Statement of Personal Data Identifier Redaction Request” (“Statement”). This “Statement” shall indicate, by page and line number, the location of the personal data identifiers for which redaction is being requested. For purposes of this procedure, personal data identifiers are defined as:

- (1) individual social security numbers,
- (2) individual taxpayer identification numbers, 34
- (3) financial account numbers,
- (4) names of minor children, and
- (5) dates of birth.

Upon submission of the “Statement” to the transcriber, parties requesting the redaction shall also docket the text-only event into the Court’s CM/ECF system “Statement of Redaction Submitted,” which will appear as a public document on the docket.

[N.D. Iowa] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

- (a) Names of Minor Children - On Schedule J of Official Bankruptcy Form 106J debtors shall list only the relationship and age of the debtor’s dependents (i.e., son, age 6).
- (b) Redaction Responsibility - The responsibility for redacting personal identifiers rests solely with counsel and the parties. Neither the Clerk nor the Court will independently review each document for compliance with Federal Rule of Bankruptcy Procedure 9037.
- (c) In accordance with Rule 9037(h)(2), a Motion to Redact shall be restricted from public access. The motion shall include the redacted document as an attachment. A proposed order shall be provided. The original document in question will be restricted by the clerk’s office. If the motion is not granted, the document will be unrestricted. If the motion is granted, the clerk’s office will replace the original document with the redacted document.

Southern District of Iowa

Website notes the local rules have been abolished and to refer to the national rules.

District of Kansas

https://www.ksb.uscourts.gov/sites/ksb/files/KS_LBRs_2024.pdf

[Kan.] L.B.R. 9037-1: Redaction

(a) Motion. Any person seeking to redact publicly filed data that is subject to privacy protection under Fed. R. Bankr. P. 9037 or section XII.C of Appendix 1-01 to D. Kan. LBR 5005.1 should file a motion to redact such data on the grounds that public access is likely to prejudice privacy interests. Motions to redact need not be filed with a notice of objection deadline, but the Court may in its discretion determine that a hearing is appropriate to consider the motion and any related responses.

(b) Contents of Motion. The motion to redact must identify the type of data that is subject to privacy protections (without repeating within the motion the substance of the protected information), identify the document(s) in the record where that data is contained, and explain the reasons why public access is likely to prejudice privacy concerns. Except with respect to omnibus motions to redact filed under subsection (g) of this Rule, each motion to redact must include an appendix containing a properly redacted replacement copy of each document (each in a separate .pdf file) that the motion identifies as containing data subject to privacy protections.

(c) Service. All motions to redact must be served on the debtor, debtor's attorney (if the debtor is represented), the person who disclosed the information to be redacted (unless the disclosing person is the movant), any individual whose personal identifiers have been exposed, the case trustee, and the United States Trustee.

(d) Sealing Publicly Accessible Documents.

(1) Temporary Seal. Pending entry of an order on any motion to redact, the Clerk, upon the filing of a motion using a "Redact per LBR 9037.1" event in CM/ECF, will temporarily seal both the motion to redact and any documents identified in the motion to redact as containing data that is subject to privacy protection. An order resolving the motion to redact will be entered by the Clerk or the Court, and will address any seal that has been imposed.

(2) Authority for Clerk to Issue Sealed Notice. To minimize dissemination of data that may be subject to privacy protection, the Clerk of the Court is authorized, but not required, to issue a sealed notice of noncompliance to any person who files a publicly accessible document that appears to contain data subject to privacy protection.

(e) Redaction Fee. The movant must pay the fee required by the Bankruptcy Court Miscellaneous Fee Schedule for each case affected by the motion to redact, although the Court may waive the redaction fee in appropriate circumstances, upon motion stating good cause filed contemporaneously with the motion to redact.

(f) Closed Cases. Because a case need not be reopened (and a reopening fee need not be paid) if redaction is the only basis for the motion to redact, the movant should not file a motion to reopen the case prior to filing the redaction motion.

(g) Large-Scale Requests. If a movant seeks to redact information in a large number of similarly affected cases, the movant may file an omnibus motion. An omnibus motion must identify each affected

case and the type of information to be redacted (without repeating the substance of the protected information), and must be filed in one lead case, with service on all parties identified in subsection (c) of this Rule. If the Court exercises its discretion to hold a hearing on the omnibus motion, the hearing will be noted in advance via a docket entry in each affected case.

Eastern District of Kentucky

No local rules or procedures.

Western District of Kentucky

https://www.kywb.uscourts.gov/sites/kywb/files/revised_local_rules_12_01_09.pdf

[W.D. Ky.] L.B.R. 1007-5: Statement of Social Security Number (Privacy)

If an individual's social security number must be included in a pleading, only the last four digits of that number should be used, except for the Statement of Social Security Number (Official Form B 121) which must be separately filed with the Court pursuant to Fed.R.Bankr.P. 1007(f).

Eastern District of Louisiana

https://www.laeb.uscourts.gov/sites/laeb/files/local_rules/LocalRules050113.pdf

[E.D. La.] L.B.R. 9037-1: Privacy

All filings must be redacted according to FRBP 9037 and the Administrative Procedures Manual

Middle District of Louisiana

https://www.lamb.uscourts.gov/sites/lamb/files/2022_Local_Rules.pdf

[M.D. La.] L.B.R. 9037-1: Redactions

Parties filing documents that include personal or private information shall move to redact the information from the court's filing system and pay the appropriate filing fee. The motion shall state the reasons the document should be redacted, and the redacted version of the original document shall be attached to the motion. Mover shall submit the order with the redacted document attached, according to Local Rule 9013-5.

Western District of Louisiana

<https://www.lawb.uscourts.gov/sites/lawb/files/Local%20Bankruptcy%20Rules%20Effective%20December%202021.pdf>

[W.D. La.] L.B.R. 9013-2(c)(23): *Ex Parte* Motions

(c) Examples of motions properly brought on an ex parte basis include, but are not limited to, the following:

(23) Restrict Public Access or Motion to Redact Identifiers;

[W.D. La.] L.B.R. 9037-1: Privacy Protections for Filings Made with the Court – Motions to Restrict Public Access

(a) Ex Parte Motions to Redact Personal Information.

If a party submits documents to be docketed that contain information that should be redacted from public access pursuant to Fed. R. Bankr. P. 9037, the party shall file an ex parte motion requesting an order directing the Clerk of Court to restrict the unredacted document and the party shall thereafter tender separately a proposed order granting the same. Simultaneous with the filing of the ex parte motion, the party shall file an amended redacted document. The Clerk may restrict public access to the unredacted document pending entry of an order granting the ex parte motion.

(b) Filing Motions to Redact in Closed Cases; No Fee; Case Will Remain Closed.

The granting of a motion to redact in a closed case is ministerial in nature and does not impact the administration of the case. For that reason, a party seeking redaction in a closed case does not need to file a motion to reopen the case, and no fee for reopening shall be collected by the Clerk. A party seeking redaction may instead just file a motion to redact, with the proposed redaction included in the motion, and the case will remain closed. Pursuant to the provisions of 28 U.S.C. § 1930 and the Miscellaneous Fee Schedule and by enacting this Local Bankruptcy Rule, the court finds “appropriate circumstances” exist for waiving the fee. The redaction of personal information inadvertently filed in a bankruptcy case effectuates the privacy requirements approved by the Judicial Conference of the United States and is in the public interest. Further, the restriction of access to such information and the filing of an amended claim may be accomplished without the case being reopened and that such remedy furthers the purposes of the just, speedy and inexpensive determination of the relief requested.

https://www.lawb.uscourts.gov/sites/lawb/files/Administrative_Procedures_Amended_March_2018_0.pdf

[W.D. La.] Admin. Procedures Manual: III: Consequences of Electronic Filing

A. Privacy

1. To address the privacy concerns created by internet access to Court documents, litigants should modify or partially redact certain personal data identifiers appearing in pleadings or other papers. Pursuant to FRBP 9037, the following data may be abbreviated as follows:

- a. Name of minors: Use minor's initials
- b. Financial account numbers: Use only the last four digits.
- c. Social-security numbers: Use only the last four digits on all required documents except for the Statement of Social Security Number required by Bankruptcy Rule 1007(f).
- d. Dates of birth: Use only the birth year

2. If a document is filed that contains privacy information that should have been redacted, please contact the Clerk's Office for directions on how to proceed to have access to the document restricted.

3. Rule 1007 requires the debtor(s) to "submit" a verified statement that sets out the debtor(s)' social security number or state that the debtor(s) does not have a social security number. Local Rule 1002-1 requires the debtor(s) to submit a copy of (a) picture identification card and (b) the debtor's social security card. The submission of this information in the Electronic Case Filing System neither constitutes a "filing" with the court nor is this information part of the official court record. The access to this information is restricted and is not available for public viewing.

District of Maine

https://www.meb.uscourts.gov/sites/meb/files/1USBC_MAINE_LOCAL_RULES_EFFECTIVE_01-01-2024.pdf

[Me.] L.B.R. 9013-3(j): Motions – Relief Requested Without a Hearing

In addition to the procedures set forth in Local Rules 2004-1(b) and 4001-1(d), a hearing date does not need to be set prior to filing the motions listed below, provided that the movant is not aware of any objection to the motion. A motion filed under this Local Rule shall state, in the upper right corner of the first page, “Relief Requested Without a Hearing,” and be filed with a proposed order which provides: “This order shall become final in 14 days unless an interested party sooner objects, in which case the matter shall be set for hearing and considered by the court as if this order had not been entered.”

(j) a motion for redaction of personal identifiers using Local Form 3—Motion for Redaction of Personal Identifiers;

[Me.] L.B.R. 9037-1: Redaction of Personal Identifiers

A party seeking to redact personal identifiers under Fed. R. Bankr. P. 9037(h) shall use Local Form 3—Motion for Redaction of Personal Identifiers

District of Maryland

<https://www.mdb.uscourts.gov/files/localrules.pdf>

[Md.] L.B.R. 9037-1: Privacy Policy and Transcript Redaction Procedures

(a) Privacy Policy. The Judicial Conference of the United States has adopted a privacy policy to restrict the publication of certain personal data in documents filed with the court. The policy requires limiting social security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. If such information is elicited during testimony in court proceedings, it will become available to the public when the official transcript is filed with the court unless, and until, it is redacted. The better practice is to avoid introducing this information into the record in the first place either through testimony or in exhibits. Counsel and self-represented litigants are advised to take this into account when questioning witnesses or making other statements in court or introducing exhibits into evidence. If a restricted item is mentioned or introduced in court, parties may ask to have it stricken from the record or partially redacted to conform to the privacy policy or the court may do so on its own motion.

(b) Transcript Redaction Procedures. Upon the receipt of a transcript, the Clerk will serve a Notice of Requirement to Review Transcript on all parties to the hearing. A filed transcript will be available at the Clerk's office for inspection only for a period of ninety (90) days after it is filed. During the ninety (90) day period, a copy of the transcript may be obtained from the transcriber at the rate established by the Judicial Conference, the transcript will be available within the court for internal use, and an attorney who obtains the transcript from the transcriber may obtain remote electronic access to the transcript via the court's CM/ECF system for purposes of creating hyperlinks to the transcript in court filings and for other purposes. Counsel, or self-represented litigants, will have seven (7) days from the date of filing of the transcript to file a Notice of Intent to Request Redaction with the court, stating an intention to review the transcript to determine whether to request redaction of sensitive private information before the transcript is made electronically available to the public. A copy of the notice must be served upon the transcriber. A party will have twenty-one (21) days from the date of the filing of the transcript to file a Request for Redaction of Transcript with the court (which will be a private, restricted event) and send a copy to the transcriber, listing the entries by page and line where personal data appears that should be redacted. The deadline for filing the redacted version of the transcript is thirty-one (31) days from the filing date of the transcript. At the end of the ninety (90) day restriction period, the redacted version will be made available via remote electronic access and at the public terminals in the Clerk's office for viewing and printing. The unredacted version of the transcript will not be available via remote electronic access or at the Clerk's office upon the filing of the redacted transcript; it shall be maintained as a private, restricted event. An attorney who purchases the transcript during the ninety (90) day restricted period will be given remote electronic access to the transcript and any redacted version filed.

District of Massachusetts

<https://www.mab.uscourts.gov/sites/mab/files/2016LocalRules.pdf>

[Mass.] L.B.R. 4002-1(d): Duties of Debtor

- (d) The debtor shall redact on any state or federal tax return all but the last four digits of all taxpayer identification numbers (including social security numbers), the names of any minor children referred to within the tax return, all but the year of birth in any dates of birth and all but the last four digits of any account numbers. Any non-debtor tax identification numbers may be redacted in their entirety. The responsibility for redaction rests solely with the filer. The Clerk will not review each document for compliance with this Rule. Any tax returns filed with the Court will only be available for inspection by parties in interest by motion. No tax information filed with the Court will be available to the public via the Internet, PACER or CM/ECF.

[Mass.] L.B.R. 5003-1(c): Clerk's Authority to Enter Ministerial Orders

The Clerk and his/her deputies are authorized to sign and enter without further direction by the Court the following orders, deemed to be of a ministerial nature:

- (a) Orders to correct defects in the documents accompanying the original petition or orders to file or update such documents;

[Mass.] L.B.R. 9037-1: Privacy Requirements, Recording and Broadcast Prohibitions

(b) Redacted Filings

All electronic or paper filings with the Court shall comply with Fed. R. Bankr. P. 9037. Counsel or, if applicable, the party making a filing shall be solely responsible for compliance with this Rule. The Clerk will not review each pleading for compliance.

(c) Photographing, Recording and Broadcasting Generally Prohibited

No person shall employ any device, including without limitation, any recording device, video or still camera, cellular or smart phone, or laptop or other computer, in order to record (by audio or video), photograph, or broadcast any court proceeding. Photography, streaming and video and audio recording are strictly prohibited on any floor of any building in which this Court regularly conducts business (including lobbies, the Clerk's office, chambers, corridors and other areas outside the courtrooms) as well as in the courtrooms even when the Court is not in session. Photographing or recording any Court proceeding or Court personnel performing their duties from a location outside the courthouse is also prohibited, including without limitation in conjunction with an appearance made by telephone or videoconference. Absent a more restrictive order (such as a specific judge's standing order or an order entered in a specific case), attorneys may use the text functions of electronic devices while proceedings are in session (such as typing documents, emailing, text messaging and tweeting) if conducted in a non-disruptive manner. Electronic devices must be silenced and only keyboards that can be

operated quietly will be allowed. No person shall post for public display, by internet or otherwise, any photograph or video and audio recording made on any floor of any building in which this Court regularly conducts business. A person may seek leave of Court or written authorization of the Clerk of this Court to engage in specific activities that are prohibited by this Order, such as for public ceremonial functions.

(d) Official Court Business

This Court's employees and contractors, as well as the United States Marshal, his or her deputies and court security officers, are not prohibited by paragraph (b) above from taking photographs or making video and audio recordings or transmitting them for the sole purpose of discharging their official duties.

- (d) Sanctions Use of any electronic device in violation of any of the above provisions may subject the violator to monetary and non-monetary sanctions.

[Mass.] L.B.R. Appendix 3: Fees

Redact Records Previously Filed in a Case... \$25.00

Eastern District of Michigan

Local 9037-1 has been abrogated refers generally to FRB 9037 throughout its local rules.

Western District of Michigan

https://www.miwb.uscourts.gov/sites/miwb/files/local_rules/Local%20Rules%20Bookmarked_1.1.23%20%28003%29_0.pdf

[W.D. Mich.] L.B.R. 5003-1(c): Clerk – General Authority

(c) **Clerk’s Authority to Redact.** The Clerk’s authority under this Rule includes the authority to redact filings that disclose personal identifiers in violation of Fed. R. Bankr. P. 9037(a). However, nothing in this Rule imposes a duty on the Clerk to make the redaction. If the Clerk does redact a document, the redacted document will replace the original that appears for public viewing in CM/ECF.

[W.D. Mich.] L.B.R. 9037-1: Redacting Personal Identifiers

(a) **Redaction Requirement.** Unless the Court orders otherwise, a filer must redact “personal identifiers” from any document filed with the Court or submitted to the trustee pursuant to LBR 1007-2(f). “Personal identifiers” means Social Security numbers, taxpayer identification numbers, dates of birth, names of minor children, and financial account numbers. A filing is properly redacted if it includes only:

- (1) the last four digits of the Social Security number or the taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number.

For cause shown, the Court may require the redaction of additional information or limit a nonparty’s electronic access to a document filed with the Court.

(b) **Trustee’s Authority to Redact.** The trustee in an individual chapter 7, 11, or 13 case has the authority to redact any document that is inadvertently submitted with personal identifiers. However, nothing in this Rule imposes a duty on the trustee to make the redaction.

[W.D. Mich.] L.B.R. 9037-4: Filing Documents Under Seal

(a) **Court Order Required.** Before filing any document under seal, a party must file a written motion consistent with § 107 explaining why the relief is necessary. The explanation must be as comprehensive as possible without disclosing the substance of the information to be filed under seal. If the motion is granted, the movant must conventionally file the document in a sealed envelope with a copy of the order attached to the envelope. A sealed document may be filed unredacted. The Clerk will maintain the document under seal until further Court order.

(b) **Request for In Camera Review.** In a motion requesting permission to file a document under seal, the moving party may include a request that the Court review the document in camera before deciding the motion. Any such request must include an explanation as to how an in camera review will

assist the Court in deciding whether the document should be filed under seal. If the Court grants a request for in camera review, the Court will establish procedures to ensure the confidentiality of the document and the fairness of the process.

https://www.miw.uscourts.gov/sites/miw/files/local_rules/ECF%20Admin%20Procedures%20Amended%20Eff%2012-13-21.pdf

[W.D. Mich.] Admin. Procedures VIII: Privacy

- A. In compliance with the policy of the Judicial Conference of the United States, LBR 9037-1, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, 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.
1. 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.
 2. 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 the Official Bankruptcy Form 6, list relationship and age of the debtor’s dependents (i.e.: son, age 6).
 3. Dates of Birth – If an individual’s date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor’s dependents.
 4. Financial Account Numbers – If financial account numbers are relevant, only the last four digits should be used. On Schedules D, E & F of the Official Bankruptcy Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.
- B. In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal identifiers listed above may, with the court’s permission, file an unredacted document under seal. The court will consider a request to file an unredacted document under seal by *ex parte* motion, although the court may require the filing party to give notice and an opportunity to request a hearing, or may set the matter for hearing. The unredacted document shall be retained by the court as part of the record. The party shall file a redacted copy for the public file.
- C. The responsibility for redacting these personal identifiers, including those that may be embedded in a document’s metadata, rests solely with counsel and the parties. The Clerk has no duty to review each document for compliance with this rule

District of Minnesota

No local rules or procedures.

Northern and Southern Districts of Mississippi

Share one set of Rules

<https://www.msnb.uscourts.gov/sites/msnb/files/%28Clean%29%20Local%20Rules%20Eff.%2012-1-2023.pdf>

[N.D. Miss. & S.D. Miss.] L.B.R. 9037-1: Privacy Protection for Filing Made with the Court

(h) Motion to Redact a Previously Filed Document.

Upon the filing of a motion to restrict and/or redact public access to a previously filed document due to alleged violations of privacy requirements provided under Fed. R. Bankr. P. 9037, the clerk of court is authorized to restrict public access to the previously filed document pending a ruling on the motion. If the court grants the motion, these restrictions on public access remain in effect until further court order. If the court denies the motion, the restrictions must be lifted, unless the court orders otherwise.

Eastern District of Missouri

<https://www.moeb.uscourts.gov/sites/moeb/files/USBC%20EDMO%20Local%20Rules%20Rev%20120123.pdf>

[E.D. Mo.] L.B.R. 1007-8: Amended Statement of Social Security Number

If the debtor needs to amend a statement of social security number filed pursuant to Fed. R. Bankr. P. 1007(f), the debtor must file an amended Official Form 121. The debtor must serve the amended form on all creditors, parties requesting notice, and the Trustee, if any. The debtor must also serve the amended form along with a letter explaining why the form was amended on each of the three major credit reporting agencies (Equifax, Experian, and Transunion). The debtor must redact all but the last four digits of the social security numbers and individual taxpayer identification numbers on the amended form served under this rule on creditors and parties requesting notice, but not on the amended form served on the Trustee or the credit reporting agencies. The amended form must be served via first class mail, postage pre-paid, on creditors, parties requesting notice, and the credit reporting agencies and a separate certificate of service must be filed listing the addresses at which they were served. The debtor must provide a copy of the unredacted form to any creditor that requests it.

[E.D. Mo.] L.B.R. 9037-1: Privacy and Redaction of Documents

A. General Provisions

The party filing a document is responsible for redacting any personal information of a confidential nature from any document filed. The Court and Clerk of Court will not redact documents and are not responsible for maintaining the privacy of any information filed with the Court that is not filed under seal pursuant to Court order. Existing procedures for filing documents under seal and the right of parties to file redacted documents are the appropriate methods for ensuring that personal and other confidential information is not disclosed through the Court's system. Failure to redact personal information in a document may result in the document being stricken by the Bankruptcy Court without further notice.

B. Redaction of Personal Identifiers.

Parties must refrain from including, or must partially redact, where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the Court and/or provided to other parties, 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:

1. **Social Security Numbers.** If an individual's social security number is included, only the last four digits should appear. The full social security number is required when filing Official Form 121;
2. **Names of Minor children.** If a minor child is mentioned in a document, only the child's initials should appear. On Official Forms 106 J and 106 J-2 (Schedules J and J-2), the debtor should only include the child's relationship to the debtor and age;

3. **Dates of Birth.** If an individual's date of birth is included, only the year should appear. On Official Forms 106 J and 106 J-2 (Schedules J and J-2), only the debtor's dependants' ages should appear; and

4. **Financial Account Numbers.** If financial account numbers are provided, only the last four digits of these numbers should appear.

Court employees are not responsible for, and will not redact any information. All redaction responsibilities rest solely with the filer.

[E.D. Mo.] L.B.R. 9040: Exhibits

All exhibits must be filed with the motion, pleading, or claim to which they refer, either as an attachment or as their own entry on the docket linked to the appropriate document. Exhibits mean the entire document, instrument, or form, subject to all appropriate or required redactions pursuant to the Federal Rules of Bankruptcy Procedure and L.R. 9037. This Rule applies to exhibits in all cases, no matter the content of the motion, pleading or claim.

Western District of Missouri

<https://www.mow.uscourts.gov/sites/mow/files/BK-2022LocalRules.pdf>

[W.D. Mo.] L.B.R. 5007-1(a)-(e): Transcripts

A. Filing of Transcript. If a transcript of a Court proceeding is requested by an attorney electronically or by a pro se party in writing, the person preparing the transcript shall promptly file a certified copy and make the transcript available to the person who ordered the transcript. All transcript-related deadlines in this section shall be counted from the transcript filing date.

B. Notice of Intent to Request Redaction. Attorneys and pro se parties who attended the transcribed hearing shall have 7 days to file a Notice of Intent to Request Redaction of private information listed in Fed. R. Bankr. P. 9037(a).

C. Request for Redaction under Rule 9037(a). An attorney or party who has filed a Notice of Intent to Request Redaction shall have 21 calendar days from the filing date of the transcript to serve a Request for Redaction on the person who prepared the transcript. The Request for Redaction shall include information on the personal data identifiers to be redacted and the page and line numbers where the information appears in the transcript. The attorney or party serving the Request for Redaction shall file a certificate of service with the Court.

D. Request for Redaction under Rule 9037(d). A request to redact information not included under Fed. R. Bankr. P. 9037(a) shall be filed as a Motion for a Protective Order.

E. Redacted Transcript. If the Notice of Intent to Request Redaction has been filed and the Request for Redaction has been served on the person who prepared the transcript, the person who prepared the transcript shall file a redacted transcript within 31 days from the date of the filing of the original transcript.

https://www.mow.uscourts.gov/sites/mow/files/bk_admin_procedures_manual.pdf

[W.D. Mo.] Admin. Procedures I: Exhibits/Attachments

Documents and claims that reference exhibits, including but not limited to leases, notes, and the like, should include all attachments as directed in Local Rule 9040-1. Said exhibits should be legible and be properly redacted. These exhibits must be available in the Courtroom at any hearing pertaining to the matter.

District of Montana

https://www.mtb.uscourts.gov/sites/mtb/files/LocalBankruptcyRules_12152023.pdf

[Mont.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

Fed. R. Bankr. P. 9037 applies in all cases and adversary proceedings, including all exhibits or other documents filed with the Court.

District of Nebraska

<https://www.neb.uscourts.gov/sites/neb/files/Finlocrules.pdf>

[Neb.] L.B.R. 1007-1(D): Lists, Schedules, and Statments

D. Privacy Rules. Parties and their counsel must redact personal data identifiers. The clerk will not redact documents or review documents for compliance.

[Neb.] L.B.R. 9037-1: Redaction

A. Personal Identifying Information. Anyone seeking to redact personal identifying information described in Fed. R. Bank. P. 9037(a) from documents filed with the court may file a notice of redaction using the CM/ECF event “Notice of Redaction (Sealed)” with the redacted document included as an attachment. The notice is restricted from public view and is available only to the filing party and the court. The notice must specify the document and the information to be redacted. The clerk will remove the original document from the CM/ECF System and replace it with the redacted document.

B. Other Information. A party must file a motion to redact information other than described in Fed. R. Bank. P. 9037(a).

District of Nevada

https://www.nvb.uscourts.gov/downloads/rules/local-rules-2021_final.pdf

[Nev.] L.B.R. 5075(a)(2)(V): Clerk – Delegated Functions

(a) United States Bankruptcy Court Clerk.

(2) Specific duties assigned to the clerk. Unless the court orders otherwise, the clerk is authorized to sign and enter the following orders, if applicable, which are deemed to be ministerial:

(V) Orders to redact information specified in Fed. R. Bankr. P. 9037(a). Orders to redact information outside the scope of Fed. R. Bankr. P. 9037(a) must be signed by a bankruptcy judge;

[Nev.] L.B.R. 9037: Privacy - Redactions

(a) Procedure to redact protected private information from transcripts. To promote electronic access to transcripts while also protecting personal privacy, the court has adopted procedures regarding the electronic availability of transcripts in accordance with the Judicial Conference of the United States' privacy policy and with Fed. R. Bankr. P. 9037. These procedures are available on the court's website.

(b) Procedure to redact protected private information from documents other than transcripts. If a document other than a transcript is filed that contains personal data identifiers pursuant to Fed. R. Bankr. P. 9037(a), a party seeking to redact that information from the publicly accessed electronic docket may file a Notice of Redaction, with the redacted document included as the attachment.

(c) Procedure to redact information other than personal data identifiers. Any request to redact information other than the personal identifiers described in Fed. R. Bankr. P. 9037(a) must be submitted to the court by motion.

<https://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/procedures/redaction-previously-filed-document/>

Website has (h) redaction instructions, and does generally refer to the FRB 9037.

District of New Hampshire

<https://www.nhb.uscourts.gov/sites/nhb/files/PDFs/nhb-lbr-20210721.pdf>

[N.H.] L.B.R. 5005-4(d): Electronic Filing

(d) *Public Access.* Any person or organization, other than one registered as a Filing User under paragraph (b) of this rule, may access the CM/ECF system at www.nhb.uscourts.gov by obtaining a PACER login and password. Those who have PACER access but who are not Filing Users may retrieve docket sheets and documents, but they may not file documents. In connection with the filing of any document in the CM/ECF system, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

[N.H.] L.B.R. 9037: Redaction of Personal Identifiers

Superseded by Administrative Order 9037-1 effective December 4, 2019.

[N.H.] AO 4002-7(c): Procedures for Filing and Obtaining Tax Information Under 11 U.S.C. § 521

(c) *Redaction of Personal Information.* All tax information provided in accordance with 11 U.S.C. § 521 is subject to the Judicial Conference of the United States Policy on Privacy and Public Access to Electronic Case Files (“JCUS policy”) available at www.privacy.uscourts.gov/Policy.htm. In accordance with the JCUS policy, the debtor should take the following steps to redact personal identifiers in any tax information filed with the court or provided to the trustee or a creditor, in either electronic or paper form:

(1) *Social Security numbers.* If an individual’s Social Security number is included, only the last four digits of that number should appear.

(2) *Names of minor children.* If minor children are identified by name, only the children’s initials should appear.

(3) *Dates of birth.* If an individual’s date of birth is included, only the year should appear.

(4) *Financial account numbers.* If financial account numbers are provided, only the last four digits of these numbers should appear.

Court employees are not responsible for redacting any of the personal identifying information. The responsibility for redacting personal identifiers rests solely with the debtor.

[N.H.] AO 9037-1: Redaction of Personal Identifiers

(a) *Compliance with Bankruptcy Rule 9037.* All documents filed with the court shall comply with Bankruptcy Rule 9037. The responsibility for redacting personal identifiers rests solely with the filing party.

- (b) *Motion to Redact Personal Identifiers.* Notwithstanding the requirements of Bankruptcy Rule 9037, a party seeking to redact personal identifiers from a document or a proof of claim, already filed with the court, shall file a motion to redact the personal identifiers accompanied by a proposed order in the form of LBF 9037-1. The motion shall identify the individual whose personal identifiers have been exposed and shall comply with the provisions of Bankruptcy Rule 9037(h).
- (c) *Filing Motions to Reopen in Closed Cases.* The granting of a motion to redact in a closed case is ministerial in nature and does not impact the administration of the case. For that reason, a party seeking redaction in a closed case does not need to file a motion to reopen the case, and no fee for reopening shall be collected by the clerk.
- (d) *Redaction Fee.* In accordance with the provisions of the Bankruptcy Court Miscellaneous Fee Schedule, the party filing a motion to redact personal identifiers from a document or proof of claim must pay a fee for filing such motion to redact.

District of New Jersey

<https://www.njb.uscourts.gov/sites/default/files/hearingdates/doc1/Local%20Rules%20Package%208-1-2023%20final%20updated%20links%202-5-24.pdf>

[N.J.] L.B.R. 9037-1: Privacy Protection for Transcripts

An entity seeking to redact from a filed transcript information set forth in Bankruptcy Rule 9037(a) must file Local Form Notice of Intent to Request Redaction not later than 7 days after the filing of the transcript; and file and provide to the transcriber Local Form List of Items to be Redacted not later than 21 days after the filing of the transcript.

District of New Mexico

No local rules or procedures.

Eastern District of New York

<https://www.nyeb.uscourts.gov/sites/nyeb/files/USBC-EDNY-Local-Bankruptcy-Rules.pdf>

[E.D. N.Y.] L.B.R. 4002-1(a): Duties of Debtors – Procedures Relating to the Implementation of Bankruptcy Code § 521

(a) Debtor's Duty to Redact Personal Identifiers.

An individual debtor providing information to the trustee or a creditor pursuant to Bankruptcy Code § 521(e) shall redact personal identifiers as follows:

- (i) if an individual's social security number, alien registration number, or tax identification number is included, only the last four digits of that number shall appear;
- (ii) if minor children are identified by name, only the children's initials shall appear;
- (iii) if an individual's date of birth is included, only the year shall appear; and
- (iv) if financial account numbers or loan numbers are provided, only the last four digits of these numbers shall appear.

[E.D. N.Y.] L.B.R. 9037-1: Redaction of Personal Data Identifiers

(a) All documents filed with the Court shall comply with Bankruptcy Rule 9037.

(b) The responsibility for redacting personal data identifiers (as defined in Bankruptcy Rule 9037) rests solely with the filing party, including counsel, parties in interest and non-parties. The Clerk, or claims agent if one has been appointed, will not review documents for compliance with this rule. In the event the Clerk or claims agent discovers that personal identifier data or information concerning a minor has been included in a pleading, the Clerk, or claims agent, is authorized, in its sole discretion, to restrict public access to the document in issue and to inform the filer of the requirement to file a motion to redact.

(c) Notwithstanding the requirements of Bankruptcy Rule 9037, a party seeking to redact personal identifiers from a document or proof of claim already filed with the Court shall file a motion to redact the personal identifiers, in accordance with CM/ECF procedures, that identifies the proposed document for redaction by docket number or if applicable, by claim number. Prior to filing the motion to redact, the party shall contact the Clerk's Office to request that the Clerk's Office restrict the original document containing the personal identifiers from public view on the docket.

(d) The filer shall include a certificate of service at the time the motion to redact is filed, showing service to the debtor, anyone whose personal information has been disclosed, the case trustee (if any), and the United States trustee.

(e) The party seeking redaction shall file a correctly redacted document or proof of claim within 21 days of the granting of the motion.

Northern District of New York

https://www.nynb.uscourts.gov/sites/nynb/files/LBR_GenOrders/Local%20Bankruptcy%20Rules_Effective%2012-01-2023%20Final-1.pdf

[N.D. N.Y.] L.B.R. 9037-1: Privacy Protection – Redaction of a Personal Identifier

(a) Personal Identifier. Unless otherwise ordered by the Court, in an electronic or paper filing made with the Court that contains an individual’s social security number, taxpayer identification number, or birth date, the name of an individual, other than the debtor known to be and identified as a minor, or a financial-account number (individually and collectively referred to as “Personal Identifier”), a party or nonparty making the filing may include only:

- (1) The last four (4) digits of the social security number and taxpayer identification number;
- (2) The year of the individual’s birth;
- (3) The minor’s initials; and
- (4) The last four digits of the financial account number.

(b) Responsibility for Redaction. As noted in Fed. R. Bankr. P. 9037, responsibility for redacting a Personal Identifier in a pleading or other document filed with the Court rests solely with counsel and unrepresented parties filing such pleadings or other documents. The Clerk will not review each pleading or other document for compliance with Fed. R. Bankr. P. 9037 and this Rule and absent a request, as provided in paragraph (c), will not redact a Personal Identifier, erroneously included in a filing.

(c) Request for Redaction of Personal Identifier. A request for the redaction of a Personal Identifier should be made by electronically filing an application for an Order Directing Clerk to (i) Restrict Document(s) from Public Access and (ii) Substitute Redacted Document(s). The redacted document(s) should be filed as an exhibit to the application. Notice of the application must be given in compliance with Fed. R. Bankr. P. 9037. The applicant should then upload as an E-Order the proposed order that grants the application.

(d) Sanctions. The Court may impose sanctions on counsel or any party who files a pleading or other document containing a Personal Identifier in violation of Fed. R. Bankr. P. 9037.

[N.D. N.Y.] L.B.R. 9037-2: Transcript Redaction

(a) Notice of Intent to Request Redaction. Within seven (7) days of the filing of the transcript, any person who wishes to redact from a transcript a Personal Identifier defined in Rule 9037-1 and as set forth in Fed. R. Bankr. P. 9037(a) must file a Notice of Intent to Request Redaction with the Clerk and serve a copy of the notice on the transcriber.

(b) Request for Redaction Under Fed. R. Bankr. P. 9037(a). A Request for Redaction must be filed within twenty-one (21) days of the filing of the transcript and served upon the transcriber. The Request for Redaction must include the location of the Personal Identifier by page and line number,

as well as the type of Personal Identifier (e.g., social security number, taxpayer identification number, date of birth, minor's name or financial account number) to be redacted.

Southern District of New York

<https://www.nysb.uscourts.gov/sites/default/files/LocalRules2023.pdf>

[S.D. N.Y.] L.B.R. 9037-1: Redaction of Personal Data Identifiers

- (a) *Compliance with Bankruptcy Rule 9037.* All documents filed with the Court shall comply with Bankruptcy Rule 9037.
- (b) *Responsibility for Redaction.* The responsibility for redacting personal data identifiers (as defined in Bankruptcy Rule 9037) rests solely with counsel, parties in interest and nonparties. The Clerk, or claims agent if one has been appointed, will not review each document for compliance with this Rule. In the event the Clerk, or claims agent if one has been appointed, discovers that personal identifier data or information concerning a minor individual has been included in a pleading, the Clerk, or claims agent if one has been appointed, is authorized, in its sole discretion, to restrict public access to the document in issue and inform the filer of the requirement to file a motion to redact.
- (c) *Motion to Redact Personal Identifiers.* Notwithstanding the requirements of Bankruptcy Rule 9037, a party seeking to redact personal identifiers from a document or a proof of claim, already filed with the court, must file a motion to redact the personal identifiers, in accordance with CM/ECF procedures, that identifies the proposed document for redaction by docket number or if applicable, by claim number. If a party seeks to redact documents filed in multiple cases, such as proofs of claim, the party must open a miscellaneous proceeding by filing a motion to redact with a list of all affected cases and/or documents, subject to fees in accordance with the Bankruptcy Court Miscellaneous Fee Schedule. Prior to filing the motion to redact, the party must contact the Clerk's Office to request that the Clerk's Office restrict the original image containing the personal data identifiers from public view on the docket.
- (d) *Notice.* The filer must include a certificate of service at the time the motion to redact is filed, showing service to the following recipients: the debtor, anyone whose personal information has been disclosed, the case trustee (if any) and the United States Trustee.
- (e) *Filing of Correctly Redacted Document or Claim.* Unless otherwise ordered by the court, the party seeking redaction must file a correctly redacted document or proof of claim within twenty-one days of the granting of the motion.
- (f) *Filing Motions to Redact in Closed Cases.* The granting of a motion to redact in a closed case is ministerial in nature and does not impact the administration of the case. For that reason, a party seeking redaction in a closed case does not need to file a motion to reopen the case, and no fee for reopening shall be collected by the Clerk. A party seeking redaction may instead just file a motion to redact, with the proposed redaction included in the motion, and the case will remain closed.
- (g) *Redaction Fee.* In accordance with the provisions of the Bankruptcy Court Miscellaneous Fee Schedule, the party filing a motion to redact personal identifiers from a document or proof of claim must pay a fee for filing such motion to redact in each case.

<https://www.nysb.uscourts.gov/sites/default/files/pdf/TranscriptRestrictionsRedactionGuidelines.pdf>

Website has transcript redaction guidelines and does specifically reference the (a) categories, minus the taxpayer-identification numbers.

Western District of New York

No local rules or procedures.

Eastern District of North Carolina

<https://www.nceb.uscourts.gov/sites/ncsb/files/local%20rules%203-1-24R.pdf>

[E.D. N.C.] L.B.R. 4002-1(2): Debtor Duties

- (2) TAX RETURN. Not later than 7 days before the date first set for the meeting of creditors, and unless the trustee consents to receiving them at a later time, the debtor shall provide to the trustee a copy of the debtor's Federal income tax return, redacted in accordance with Rule 9037 of the Federal Rules of Bankruptcy Procedure, for the most recent tax year ending immediately before the commencement of the case and for which a return was filed, including any attachments, or a transcript of the tax return, or provide a written statement that the documentation does not exist.

Middle District of North Carolina

<https://www.ncmb.uscourts.gov/sites/default/files/general-ordes/Transcript%20policy.pdf>

[M.D. N.C.] Standing Order on Transcript Policy

Gives guidance on the transcript redaction provisions, including:

“Within seven (7) calendar days of the filing of the transcript, any person who wishes to redact from a transcript those personal identifiers noted in Rule 9037(a) of the Federal Rules of Bankruptcy Procedure must file a "Notice of Intent to Request Redaction" with the Clerk. Such personal identifiers are:

Social security numbers/Taxpayer identification numbers

Financial account numbers

Names of minor children

Dates of birth”

Western District of North Carolina

<https://www.ncwb.uscourts.gov/sites/ncwb/files/WDNC%20Bankruptcy%20Local%20Rules%20Sept%202021.pdf>

[W.D. N.C.] L.B.R. 9013-1(f)(9): Motion Practice

Notes that motions to restrict access to unredacted documents pursuant to Local Rule 9037-1 can be made *ex parte*.

[W.D. N.C.] L.B.R. 9037-1: Protection of Personal Privacy

Discusses in several sections the need for compliance with FRB 9037.

District of North Dakota

https://www.ndb.uscourts.gov/sites/default/files/nd_local_rules/ND_Local_Rules.htm

[N.D.] L.B.R. 2004-1(E)12: Notices

(E) The court may rule on the following applications and motions upon filing without a hearing or an opportunity to respond:

(12) motion to strike/redact personal identifiers;

Northern District of Ohio

<https://www.ohnb.uscourts.gov/sites/default/files/file-list/local-bankruptcy-rules-northern-district-ohio.pdf>

[N.D. Ohio] L.B.R. 9037-1: Redaction

(a) Unless otherwise permitted by the Court, a party's request for an order redacting from a Court filing any personal identifiers that are in violation of Fed. R. Bankr. P. 9037 shall be made by use of the standardized form Order Granting Motion to Redact Personal Identifiers, with Redacted Filing, available from the Clerk. Any deviation from the standardized form shall be explained in bold-faced type within the body of the submitted document.

(b) The standardized form Order Granting Motion to Redact Personal Identifiers, with Redacted Filing shall be submitted to the appropriate Judge according to the Procedures Governing Submission of Proposed Orders, available from the Clerk.

(c) The movant shall append the entire document as redacted to the proposed order. If the Court grants the motion, the clerk will attach the redacted document to the original docket entry and restrict access to the unredacted document to Court users only.

Southern District of Ohio

https://www.ohsb.uscourts.gov/pdffiles/Final%20Version%20of%20Amended%20LBRs_Effective%20Oct%201%202020.pdf

[S.D. Ohio] L.B.R. 9037-1: Privacy Protections for Filings; Redaction; Protective Orders

The responsibility for redacting any personal identifiers rests solely with the filer. The court will not review filings for compliance with Rule 9037.

https://www.ohsb.uscourts.gov/pdffiles/AdminProcs_Clean.pdf

[S.D. Ohio] Admin Procedure Manual 13: Privacy

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, 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 the relationship and age of the debtor's dependents (e.g., 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. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.

(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.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may either (1) file an unredacted document under seal which shall be retained by the court as part of the record or (2) file a reference list under seal which shall be retained by the court as part of the record. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. The reference list may be amended as of right. If an unredacted document under seal is filed, the court may require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with this rule.

<https://www.ohsb.uscourts.gov/redaction-procedures>

[S.D. Ohio] Redaction Procedures Website

Details general redaction procedures and refers to FRB 9037(h) specifically.

Eastern District of Oklahoma

https://www.okeb.uscourts.gov/sites/okeb/files/LocalRules12_1_17.pdf

[E.D. Okla.] L.B.R. 1007-1 (J): Lists, Schedules and Statments

J.Privacy. The debtor and debtor's counsel shall redact the following personal data identifiers from tax returns or transcripts, bank statements, payment advices, and other documents before filing such documents: all but the last four digits of the social security number; all names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar account numbers; and birth date except for the year. The responsibility for redacting personal data identifiers rests solely with the debtor and debtor's counsel. The Clerk will not review documents for compliance with this rule, seal documents containing personal data identifiers without a Court order, or redact such information from documents, whether filed electronically or on paper.

[E.D. Okla.] L.B.R. 5003-1(D): Clerk - General

D.Redaction of Transcripts. In compliance with the policy on electronic availability of transcripts, access to every electronic transcript filed with the Court will initially be restricted to Court users. The transcript will be available at the office of the Clerk of the Court, for inspection only, for ninety (90) days to allow interested parties the opportunity to review the transcript and file a request for redaction, requesting that personal data identifiers be redacted prior to the transcript being made available to the public electronically. It is the responsibility of the parties to monitor the docket for the filing of the transcript. When a transcript is filed, it is the responsibility of attorneys and pro se parties who attended the hearing to review the transcript for redaction. The scope of an attorney's or pro se party's responsibility includes review of the following portions of a transcript:

- opening and closing statements made on the party's behalf;
- statement of the party;
- the testimony of any witnesses called by the party; and
- any other portion of the transcript as ordered by the Court.

If only part of the transcript is filed, an attorney or pro se party is not responsible for reviewing other parts of the proceeding.

During the 90-day restriction period, the transcript and any redacted versions will not be available via remote electronic access except that an attorney who purchases the transcript during the 90-day period will be given remote electronic access to the transcript and any redacted version filed. PACER charges will be incurred each time the transcript is accessed via CM/ECF even when the attorney has purchased the transcript and the 30 page cap for PACER fees does not apply. Members of the general public, including pro se parties who purchase the transcript, will not be given remote electronic access to the transcript or any redacted version filed during the 90-day period.

Within seven (7) days of the filing by the Court reporter/transcriber of the transcript with the Clerk's office, each party shall inform the Court, by filing a Notice of Redaction with the Clerk,

of the party's intent to redact personal data identifiers from the electronic transcript of the Court proceeding. Such personal data identifiers include:

- Social security numbers
- Financial account numbers
- Names of minor children
- Dates of birth
- Home addresses of the individuals

If no such notice is filed within the allotted time, the Court will assume redaction of personal data identifiers from the transcript is not necessary and the transcript will be made electronically available on the ninety-first business day.

If a timely Notice of Redaction is filed by any party following the filing of the transcript with the Clerk's office, the unredacted version of the transcript is not to be made remotely electronically available to the general public until the redaction occurs. Within twenty-one (21) calendar days of the filing of the transcript, or longer if the Court so orders, the parties shall serve a request to the Court reporter/transcriber, the request shall indicate the location of the personal data identifiers in the transcript by including the page and paragraph or line where the personal data identifiers are located. The Court reporter/transcriber shall partially redact these personal data identifiers from the electronic transcript as follows:

- Social security numbers to the last four digits
- Financial account numbers to the last four digits
- Names of minor children to the initials
- Dates of birth to the year
- Home addresses of the individuals to the city and state

During the twenty-one (21) day period, or longer if the Court so orders, attorneys may file a Motion for Protective Order pursuant to Bankruptcy Rule 9037(d) with the Court for any additional redactions to the transcripts. Once a Notice of Redaction is filed, the transcriber has thirty-one (31) days from the date of filing of the transcript to file a redacted transcript. After the redacted transcript is filed, the unredacted transcript shall not be disseminated by any party and is permanently restricted pursuant to Bankruptcy Rule 9037(e).

[E.D. Okla.] L.B.R. 5005-1(F): Filing Requirements

F. Privacy. A party filing a document shall redact the following personal data identifiers appearing in pleadings or other papers filed with the Court: names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar financial account numbers; all but the last four digits of any social security number; and all birth date information except the year. The responsibility for redacting personal identifiers rests solely with the filing party. THE CLERK WILL NOT REVIEW DOCUMENTS FOR COMPLIANCE WITH THIS RULE, SEAL DOCUMENTS CONTAINING PERSONAL DATA

IDENTIFIERS WITHOUT A COURT ORDER, OR REDACT SUCH INFORMATION FROM DOCUMENTS.

https://www.okeb.uscourts.gov/sites/okeb/files/AdministrativeProceduresFinal_2022_0.pdf

[E.D. Okla.] Admin. Procedures (H): Privacy Provisions

In accordance with the E-Government Act of 2002 and the policy regarding privacy and public access of the Judicial Conference of the United States, Electronic Filers must partially redact the following personal data identifiers from documents filed with the court:

1. Social Security Number(s): include last 4 digits only
2. Names of Minor Children: include initials of minor children only
3. Date(s) of Birth: include year only
4. Financial Account Number(s): include last 4 digits of account numbers only

Electronic Filers should not redact personal data identifiers from the following document which is restricted from public view by CM/ECF:

1. Official Form B121 should include the debtor's full social security number.

The Clerk's Office is not responsible for redacting the social security number or other personal data from documents filed with the court, whether in paper or electronic form. The party filing the document is responsible for redacting personal data before filing.

If a document containing personal data identifiers is filed with the court, the filing party is responsible for redacting the document from the record.

Once the order is signed, the Clerk's Office will restrict access to the document. The restricted document shall be refiled in accordance with subsection H of these procedures, Electronic Filing of Documents, Privacy Provisions. If multiple documents containing personal identifiers are filed in a single case, a single motion may be filed to redact all documents.

<https://www.okeb.uscourts.gov/documents-containing-personal-identifiers-motion-redact-restrict-seal>

[E.D. Okla.] GO 14-09: Documents Containing Personal Identifiers/Motin to Redact/ Restrict/ Seal

Gives specific instructions about how to redact a document, consistent with provisions under FRB 9037(h). Also gives the provisions for an omnibus motion as contemplated in the Committee Notes in FRB 9037.

Northern District of Oklahoma

<https://www.oknb.uscourts.gov/sites/oknb/files/Local%20Rules.pdf>

[N.D. Okla.] L.B.R. 1007-1(H): Lists, Schedules and Statements

H. Privacy. The debtor and debtor's counsel shall redact the following personal data identifiers from tax returns or transcripts, bank statements, payment advices, and other documents before filing such documents: all but the last four digits of the social security number; all names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar account numbers; and birth date except for the year. The responsibility for redacting personal data identifiers rests solely with the debtor and debtor's counsel. The Clerk will not review documents for compliance with this rule, seal documents containing personal data identifiers without a Court order, or redact such information from documents, whether filed electronically or on paper.

[N.D. Okla.] L.B.R. 4002-1(C): Debtor - Duties

C. Filing of, and Access to, Income Tax Returns. A party in interest may file and serve upon the debtor and debtor's counsel a request, pursuant to 11 U.S.C. § 521(f), that an individual debtor in a case pending under Chapter 7, 11 or 13, file with the Clerk the debtor's federal income tax returns. Within seven (7) days of the filing of the request, the debtor shall redact personal data identifiers, as specifically set forth in Local Rule 1007-1(H), and file such tax returns as a secure event in accordance with ECF Administrative Guide. A party in interest seeking access to a debtor's tax information shall file a motion that includes: (i) a description of the movant's status in the case, to allow the Court to ascertain whether the movant may properly be given access to the requested tax information; (ii) a description of the specific tax information sought; (iii) a statement indicating that the information cannot be obtained by the movant from any other source; and (iv) a statement showing a demonstrated need for the tax information. If the motion is granted, the requesting party shall pay the appropriate copying fees and provide to the Clerk a stamped, self-addressed envelope or retrieve the permitted tax information in person from the Clerk. TAX INFORMATION OBTAINED BY A PARTY IN INTEREST SHALL BE TREATED AS CONFIDENTIAL. SANCTIONS MAY BE IMPOSED FOR IMPROPER USE, DISCLOSURE OR DISSEMINATION OF SUCH TAX INFORMATION.

[N.D. Okla.] L.B.R. 5003-1(D): Clerk - General

D. Redaction of Transcripts. In compliance with the policy of the Judicial Conference of the United States on electronic availability of transcripts of court proceedings, during the first ninety (90) days after filing, a transcript will be available via the PACER system for remote access only to parties in the case or adversary proceeding who have paid the transcriber for the transcript. Other parties who wish to view a transcript may do so at the Office of the Clerk. During the initial ninety-day period, the transcript will not be available for printing, copying, or saving in full or in part at the Office of the Clerk. After the expiration of ninety days, the transcript will be available via the PACER system for remote access. It is the responsibility of the parties to monitor the docket for the filing of transcripts and to follow the Court's Transcript Policy and Procedure regarding reviewing and redacting transcripts.

[N.D. Okla.] L.B.R. 5005-1(F)

F. Privacy. A party filing a document shall redact the following personal data identifiers appearing in pleadings or other papers filed with the Court: names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar financial account numbers; all but the last four digits of any social security number; and all birth date information except the year. The responsibility for redacting personal identifiers rests solely with the filing party. THE CLERK WILL NOT REVIEW DOCUMENTS FOR COMPLIANCE WITH THIS RULE, SEAL DOCUMENTS CONTAINING PERSONAL DATA IDENTIFIERS WITHOUT A COURT ORDER, OR REDACT SUCH INFORMATION FROM DOCUMENTS.

[N.D. Okla.] Admin. Procedures X: Redaction (in the same PDF as the local rules)

- A. **Privacy.** Local Rule 5005-1(F) requires CM/ECF Users to omit or, where inclusion is necessary, partially redact personal data identifiers from all electronically filed documents, unless otherwise ordered. See also Bankruptcy Rule 9037.
- B. **Responsibility to Redact.** The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk will not review documents for compliance with this rule, seal documents containing personal data identifiers without a Court order, or redact such information from documents.

The process of Redacting a Document Once Filed is clarified by General Order 13-GO-01.

- C. **Redacting a document Once Filed.** If a document containing personal data identifiers is filed, the party may follow the procedure set forth in General Order 13-GO-01. The Clerk is not able to alter documents in the ECF System.
- D. **Redaction of Transcripts.** It is the responsibility of parties in interest to ensure personal data identifiers are redacted from written transcripts filed in the ECF System. See Local Rule 5003-1(D). E. **Tax Documents.** A CM/ECF User filing tax returns that are required to be filed pursuant to a request under 11 U.S.C. § 521(f) shall redact all personal data identifiers before filing the tax return. To file a tax return as a secure event (i.e., a document that cannot be viewed by the general public) as required by Local Rule 4002-1(C), the CM/ECF User shall choose "Miscellaneous/Other" on the Bankruptcy Events screen and choose "Tax Documents" as the document to be filed. The ECF System will automatically limit access to "Tax Documents" to the filer and the Court.

<https://www.oknb.uscourts.gov/sites/oknb/files/13-GO-01.pdf>

[N.D. Okla.] GO 13-01: General Order Regarding Redaction

IT IS HEREBY ORDERED that the Clerk of Court shall have the authority to process certain redaction requests without a motion and court order. Any entity seeking to redact personal data identifiers as described in Fed. R. Bank. P. 9037(a) (social security or taxpayer identification numbers; year of birth; names of minor children; financial account numbers) from a document on file with the Court, may file a Notice of Redaction ("Notice") using the ECF event "Notice of Redaction" with the redacted document included as the attachment. The Notice will initially be restricted from public view and available only to the party filer and the Court until the redaction is complete. Upon receipt of the Notice and the redacted document, the Clerk shall permanently restrict the unredacted document from public view and make the Notice and the redacted document available for public view. The Notice may be filed in closed cases and

such cases need not be reopened in order to effect the redaction. Any Notice that fails to comply with this General Order will remain unprocessed and the Clerk of Court is authorized to issue a Notice of Non-Compliance with respect to any such Notice.

IT IS FURTHER ORDERED that any request to redact information other than the personal data identifiers described in Fed. R. Bankr. P. 9037(a) shall be submitted to the Court by motion. See Fed. R. Bankr. P. 9037(c & d). Such a motion may only be filed in an 01 Filed/Docketed Feb 13, 2013 open case. See Fed. R. Bankr. P. 5010.

IT IS FURTHER ORDERED that this redaction procedure may not be used to amend or alter a document in any way other than redacting to restrict from public view the personal data identifiers described in Fed. R. Bankr. P. 9037(a).

IT IS FURTHER ORDERED that this General Order shall take effect on March 1, 2013.

<https://www.oknb.uscourts.gov/sites/oknb/files/GO08-01.pdf>

[N.D. Okla.] GO 08-01: Order Regarding Availability and Redaction of Transcripts Filed Electronically

In compliance with the policy of the Judicial Conference of the United States on electronic availability of transcripts of court proceedings, during the first ninety (90) days after filing, a transcript will be available via the PACER system for remote access only to parties in the case or adversary proceeding who have paid the transcriber for the transcript. Other parties who wish to view a transcript may do so at the Office of the Clerk. During the initial ninety-day period, the transcript will not be available for printing, copying, or saving in full or in part at the Office of the Clerk. After the expiration of ninety days, the transcript will be available via the PACER system for remote access. It is the responsibility of the parties to monitor the docket for the filing of transcripts and to follow the Court's Transcript Policy and Procedure regarding reviewing and redacting transcripts.

This Order supersedes and replaces Local Rule 5003-1(D) and is effective August 22, 2008.

<https://www.oknb.uscourts.gov/sites/oknb/files/TranscriptPP.pdf>

Transcript Policy and Procedure

This gives more specific information, some of it about redaction and some more generally of the treatment of transcripts.

Western District of Oklahoma Western

https://www.okwb.uscourts.gov/sites/okwb/files/Local_Rules.pdf

[W.D. Okla.] L.B.R. 1007-1(E): Lists, Schedules and Statements

E. Privacy. With the exception of the debtor's Statement of Social Security Number, the debtor and debtor's counsel shall redact the following personal data identifiers from tax returns or transcripts, bank statements, payment advices and all other Documents before filing: all but the last four digits of the social security number; all names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar account numbers; and birth date except for the year. The responsibility for redacting personal data identifiers rests solely with the debtor and debtor's counsel. The Clerk will not review Documents for compliance with this rule, seal Documents containing personal data identifiers without a Court order, or redact such information from Documents, whether filed electronically or on paper.

[W.D. Okla.] L.B.R. 5003-1(C)(1)(9): Clerk - General

C. Redaction of Transcripts. In compliance with the policy of the Administrative Office of the United States Courts, transcripts produced of court proceedings shall be made available to the public electronically.

1. Notice of Filing. The Clerk shall notify all parties in attendance at a hearing of the filing of a transcript and the deadlines to file the notice of intent to request redaction, the request for redaction, the redacted transcript filing date and the release of transcript date.

9. Redaction of Information. The court reporter/transcriptionist shall redact the following personally identifiable data from the electronic transcript as follows:

- (i) Social Security numbers to the last four digits
- (ii) Financial account numbers to the last four digits
- (iii) Names of minor children to the initials
- (iv) Dates of birth to the year (v) Home addresses to the city and state

[W.D. Okla.] L.B.R. 5005-1(E): Filing Requirements

E. Privacy. A party filing a Document shall redact the following personal data identifiers appearing in any Document filed with the Court: names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar financial account numbers; all but the last four digits of any social security number; and all birth date information except the year. The responsibility for redacting personal identifiers rests solely with the filing party. **THE CLERK WILL NOT REVIEW DOCUMENTS FOR COMPLIANCE WITH THIS RULE, SEAL DOCUMENTS CONTAINING PERSONAL DATA IDENTIFIERS WITHOUT A COURT ORDER, OR REDACT SUCH INFORMATION FROM DOCUMENTS.**

[W.D. Okla.] L.B.R. 5010-1: Reopening Cases

Reopening of a case shall be effective only upon both entry of an order and payment of any applicable fees. Requests to reopen a case must be made by motion filed and served pursuant to Local Rules 9007-1 and 9013-1. Should the motion be contested, Local Rules 9014-1 and 9017-1 shall apply. It shall not be necessary to reopen a closed case in order to redact personally identifiable information therein. If applicable, all orders reopening chapter 7, 12 and 13 cases shall state whether the moving party requests that the United States Trustee appoint a trustee.

https://www.okwb.uscourts.gov/sites/okwb/files/local_rules_ECF.pdf

[W.D. Okla.] Guidelines for Electronic Case Filing (9): Personally Identifiable Information

The filer shall be responsible to redact all personally identifiable information appearing in petitions, income tax returns or other documents.

District of Oregon

https://www.orb.uscourts.gov/sites/orb/files/documents/local_rules/LBR.120123%20clean.pdf

[Or.] L.B.R. 5005-4(b)(8): Electronic Filing

(b) Mandatory Electronic Filing.

- (8)** An ECF Participant is solely responsible for the accuracy and completeness of, and any necessary redaction as to, all data the ECF Participant electronically enters into ECF, and for effecting any required amendment and notice of amendment.

[Or.] L.B.R. 5077-1(a)(1): Transcript

(a) Redaction.

- (1) General.** Each party, including any attorney for the party, must review a transcript subject to FRBP 9037(a) and not exempted by FRBP 9037(b) for the following information, which should be redacted under the Judicial Conference’s privacy policy: SSNs and ITINs should be redacted to show only the last four digits; birth dates should contain only the year of birth; individuals known to be minors should be referred to only with initials; and financial-account numbers should be redacted to show only the last four digits. A party is responsible for reviewing the opening and closing statements made on behalf of that party, any statements made by that party, and the testimony of any witness called by that party.

https://www.orb.uscourts.gov/sites/orb/files/documents/local_rules/GO%2007-1.pdf

[Or.] GO 07-1: Redaction in Electronically Filed Transcripts; Amended Chapter 12/13 Proofs of Claims; “Attorney of Record” Definition

Notes Judicial Conference privacy policy, including the need to redact the types of information listed in FRB 9037(a), with the exception of taxpayer-identification numbers.

Eastern District of Pennsylvania

<https://www.paeb.uscourts.gov/sites/paeb/files/PAEB%20Local%20Rules%20-%20effective%2006-14-2021%20%28updated%2004-12-2023%29.pdf>

[E.D. Pa.] L.B.R. 8011-2: Personal Identifiers

Specific personal identifiers must be excluded or redacted from all documents filed with the district court as required by Fed. R. Bankr. P. 9037 and Local Civil Rule 5.1.3, Modifications and Redactions, of the United States District Court for Eastern District of Pennsylvania, and Judicial Conference Policy.

[E.D. Pa.] L.B.R. 9014-2(17): Motions Decided Without Hearing

(a) *Disposition of Certain Motions*. The court may rule without a hearing on a motion under:

(17) Fed. R. Bankr. P. 9037 to limit or prohibit electronic public access to a filed document.

<https://www.paeb.uscourts.gov/sites/paeb/files/general-ordes/StandingOrderTranscript.pdf>

[E.D. Pa.] Miscellaneous No. 08-3017: Electronic Transcript Redaction Procedures

Describes redaction procedures similar to those seen in the other districts. Refers to FRB 9-37. It does specifically list the personal identifiers listed in FRB 9037(a), except for the taxpayer-identification number.

Middle District of Pennsylvania

<https://www.pamb.uscourts.gov/court-info/local-rules-and-orders/local-rules>

[M.D. Pa.] L.B.R.9037-1: Redaction of Personal Identifiers in Filings Made with the Court

(a) *Responsibility for Redaction.* The clerk is not responsible for reviewing documents filed to ensure compliance with [F.R.B.P. 9037\(link is external\)](#). Unless the court orders otherwise, the clerk is not required to redact any pleadings or documents filed in violation of [F.R.B.P. 9037\(link is external\)](#).

(b) *Request to Redact.* A redaction request should be made using the court's Application Requesting Redaction of Personal Information form ([L.B.F. 9037-1](#)). The request must include the applicable redaction fee, unless the court has granted a waiver of the fee.

Western District of Pennsylvania

<https://www.pawb.uscourts.gov/sites/default/files/lrules2021/Localrules2021.pdf>

[W.D. Pa.] L.B.R. 1007-4(a): Proof of Income

(a) The individual debtor shall file with the Clerk copies of the payment advices described in 11 U.S.C. § 521(a)(1)(B)(iv). Debtors shall file payment advices in accordance with Fed. R. Bankr. P. 9037, Privacy Protection for Filings Made with the Court, which instructs parties to redact personal information such as the first five (5) numbers of a debtor's Social Security number and personal identifying numbers such as employee identification numbers. If the debtor does not have the required payment advices, then the debtor shall file a certification with the Clerk explaining the reason payment advices are not available.

[W.D. Pa.] L.B.R. 3002-2(b): Amending Claims

(b) Amendments made for the sole purpose of redacting personal identifiers pursuant to Fed. R. Bankr. P. 9037 shall comply with the requirements of W.PA.LBR 9037-1, and shall not be combined with any other amendment of the claim.

[W.D. Pa.] L.B.R. 3002-3(a): Additional Requirements for Claims in Chapter 12 and 13 Cases

(a) Subject to the requirements of Fed. R. Bankr. P. 9037, the following shall be included in the claim form:

- (1) Creditor's account number conspicuously stated.
- (2) Sufficient identification of collateral.
- (3) A holder of a claim secured by real property shall separately state the following:
 - (A) arrearage, late fees, attorney's fees and foreclosure costs incurred through the date of filing of the debtor's bankruptcy petition, principal balance, applicable interest rate and amount of the regular monthly payment.
 - (B) if regular payment includes an escrow component, it shall be clearly identified and the amount stated.
 - (C) the Mortgage and Note and any Assignments of Claim shall be attached to the claim.
 - (D) any postpetition arrearage shall be separately stated and itemized

[W.D. Pa.] L.B.R. 5007-1(g): Requests for Transcripts

(g) Requests to redact personal identifiers from transcripts shall comply with W.PA.LBR 9037-1.

[W.D. Pa.] L.B.R. 8006-1(f): Requests for Complete or Partial Transcripts on Appeal

(f) Parties shall comply with W.PA.LBR 9037-1 when requesting redaction of personal identifiers from transcripts.

[W.D. Pa.] L.B.R. 9037-1(a), (c), & (d): Redaction of Personal Identifiers

(a) Parties to transcripts and filers of any documents on the docket or claims register are responsible for reviewing each document in advance for personal identifiers and redacting information as required by Fed. R. Bankr. P. 9037.

(c) Amendments to any filed documents made to redact personal identifiers pursuant to Fed. R. Bankr. P. 9037 shall not be combined with any other amendment to the original document.

(d) Motions requesting the Court to restrict public access to a document shall not be combined with any other motion, except for a motion to reopen pursuant to subsections (b)(2)(C) or (b)(3)(B).

District of Puerto Rico

https://www.prb.uscourts.gov/sites/default/files/local_rules/PRLBRs-2013_Complete_2.pdf

[P.R.] L.B.R. 4002-3(c): Federal Tax Returns

(c) Personal Data Identifiers. Pursuant to LBR 5005-1, the debtor is solely responsible for redacting personal identifiers from tax information filed with the court. Tax information filed with the court will be subject to restricted access unless the court orders otherwise.

[P.R.] L.B.R. 9037-1: Privacy Protection

(a) Responsibility for Redaction of Personal Identifiers. The responsibility for redacting the personal identifiers enumerated in Fed. R. Bank. P. 9037(a) rests solely with counsel and the parties.

(b) Sua Sponte Protective Orders. The court may enter a sua sponte protective order where a document has been filed that includes unredacted information prohibited by Fed. R. Bank. P. 9037(a) or information protected under 11 U.S.C. § 107.

(c) Compliance with Electronic Transcripts Policy. Access to every electronic transcript filed with the court will be available at the clerk's office for inspection only, for a period of ninety (90) days after it is delivered to the court to allow interested parties the opportunity to review the transcript and file a Notice of Redaction requesting that personal data identifiers be redacted prior to the transcript being made available to the public. During the ninety (90) day period, a copy of 68 the transcript may be obtained from the transcriber upon payment of the applicable fee. Attorneys who obtain transcripts from the transcriptionist may obtain remote electronic access to the transcript through the court's CM/ECF system for the purpose of creating hyperlinks to the transcript in court filing and for other purposes. After the ninety (90) day period has ended, the filed transcript will be available for inspection and copying in the clerk's office and from CM/ECF through PACER. It is the responsibility of the parties to monitor the docket for the filing of the transcript.

(1) Procedure for Filing a Notice of Redaction. Each party wishing to redact from a transcript personal data identifiers described in Fed. R. Bank. P. 9037(a) must, within seven (7) calendar days of the filing of the electronic transcript, file with the clerk and serve the transcriber with a Notice of Redaction of personal data identifiers.

(2) Statement Required. Within twenty-one (21) calendar days from the filing of the transcript, the party who filed a Notice of Redaction must file with the court and serve the transcriber with a statement indicating the page and paragraph numbers of the transcript where the personal data identifiers are located.

(3) Motion for Additional Redactions to the Transcript. During the twenty-one (21) days period, an attorney may file a Motion for Additional Redactions to the transcript. The transcript shall not be electronically disseminated until the court has ruled upon any such motion. **(4) Once a transcript is redacted,** access to the unredacted version of the transcript shall be permanently restricted to viewing at a public terminal in the clerk's office.

(d) Digital Audio Files of Court Proceedings. If information subject to the judiciary's privacy policy is stated on the record, it will be available in the audio files over the internet. Parties must comply with (a) above and avoid introducing personal data and other sensitive information into the record, unless necessary to prove an element of the case. Clerk's office staff cannot redact audio files before they are placed on CM/ECF. If private information is mentioned during a hearing or trial, the parties may move the court to seal, restrict, or otherwise prohibit placement of the digital audio file of the hearing or trial on the internet through the PACER system.

District of Rhode Island

<https://www.rib.uscourts.gov/newhome/rulesinfo/html5/default.htm>

[R.I.] L.B.R. 4002-3(c): Federal Tax Returns

(c) Personal Data Identifiers. Pursuant to [R.I. LBR 9037-1](#), the debtor is solely responsible for redacting personal identifiers from tax information filed with the Court. Tax information filed with the Court will be subject to restricted access unless the Court orders otherwise.

[R.I.] L.B.R. 9037-1: Privacy Protection

(a) Privacy Considerations. In compliance with the policy of the Judicial Conference of the United States, and Federal Rule of Bankruptcy Procedure 9037, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, personal data identifiers from all pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

(1) Compliance with Federal Rule of Bankruptcy Procedure 9037. In compliance with FRBP 9037, a party wishing to file a document containing personal data identifiers may:

(A) file an unredacted version of the document under seal, or

(B) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right. The unredacted version of the document or reference list 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.

(2) Responsibility for redacting personal identifiers. The responsibility for redacting the personal identifiers enumerated in [Fed. R. Bank. P. 9037\(a\)](#) rests solely with counsel and the parties. In the event the Clerk, or claims agent if one has been appointed, discovers that personal identifier data has been included in a pleading, or claim, the Clerk, or claims agent, is authorized, in its sole discretion, to restrict public access (except as to the filer, the case trustee, the United States Trustee and the claims agent) to the document in issue and inform the filer of the requirement to file a motion to redact.

(A) Method of Redaction. The filer of the document containing personal data identifiers shall file a motion to redact that identifies the proposed document for redaction by docket number or if applicable, by claim number. The filer shall submit, with the motion to redact, the appropriate filing fee, and an exhibit containing the document to be substituted for the original filing.

(B) Large Scale Redactions. Parties seeking to make large scale redactions [over ten] may file an omnibus motion to redact along with the appropriate filing fee, and an exhibit which contains the case numbers, names and document numbers to be redacted. Upon receipt of the motion, the clerk will open a miscellaneous petition to index the motion. Thereafter, upon entry of an order granting the motion, the party will be given a deadline to file the redacted documents.

(C) Clerk's Action upon Filing. Pending disposition of the motion to redact, the Clerk's Office will restrict the original image containing the personal data identifiers from public view (except as to the filer, the case trustee, the United States Trustee and the claims agent) on the docket.

(D) Service of the Motion. A copy of the motion must be served in accordance with R.I. Local Rule 1005-1(d) on the Debtor(s), Attorney for the Debtor(s), the United States Trustee, filer of the unredacted document if other than the filer of the motion to redact, and anyone whose personal information has been disclosed. The filer shall file a certificate of service with the Court demonstrating compliance.

(3) Sua Sponte Protective Orders.

(A) Where a document has been filed that includes unredacted information as prohibited by [Fed. R. Bank. P. 9037\(a\)](#) or any other document which the court finds contains information protected under [11 USC 107](#), then cause is established and a sua sponte protective order will issue requiring either:

(i) redaction of protected information; or

(ii) limit or prohibit a nonparty's remote electronic access to the subject document

(B) All payment advices filed with the court are subject to a standing protective order limiting a nonparty's remote electronic access to the documents.

(C) All documents filed with the court which contain medical information that is considered protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Pub. L. No. 104-191, 110 Stat.1936 are

subject to a standing protective order limiting a nonparty's remote electronic access to the documents.

(b) Compliance with Electronic Transcripts Policy. In compliance with the policy on Electronic Availability of Transcripts, included as Appendix I to these rules, access to every electronic transcript filed with the court will be available at the Clerk's office for inspection only, for a period of ninety (90) days after it is delivered to the court to allow interested parties the opportunity to review the transcript and file a Notice of Redaction requesting that personal data identifiers be redacted prior to the transcript being made available to the public. During the ninety (90) day period, a copy of the transcript may be obtained from the transcriber upon payment of the applicable fee. Attorneys who obtain transcripts from the transcriptionist may obtain remote electronic access to the transcript through the court's CM/ECF system for the purpose of creating hyperlinks to the transcript in court filing and for other purposes. After the ninety (90) day period has ended, the filed transcript will be available for inspection and copying in the Clerk's Office and from CM/ECF through PACER. It is the responsibility of the parties to monitor the docket for the filing of the transcript.

(1) Procedure for Filing a Notice of Redaction. Each party wishing to redact from a transcript, those personal data identifiers described in Fed. R. Bankr. P. 9037(a), must, within seven (7) calendar days of the filing of the electronic transcript, file with the Clerk of Court, and serve the transcriber with, a Notice of Redaction of personal data identifiers.

(2) Statement Required. Within twenty-one (21) calendar days from the filing of the transcript the party who filed a Notice of Redaction must file with the Court, and serve the transcriber with, a Statement indicating the location of the personal data identifiers, including the page and paragraph numbers of the transcript where the personal data identifiers are located.

(3) Motion for Additional Redactions to the Transcript. During the twenty-one (21) day period, an attorney may file a Motion for Additional Redactions to the transcript. The transcript shall not be electronically disseminated until the court has ruled upon any such motion.

(4) Once a transcript is redacted, access to the unredacted version of the transcript shall be permanently restricted to viewing at a public terminal in the Clerk's Office.

District of South Carolina

https://www.scb.uscourts.gov/pdf/Local_Rules/2023LocalRules.pdf

[S.C.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

- a. **Unredacted Documents.** Unless otherwise ordered by the Court, an entity seeking to redact a previously filed document containing private information pursuant to Fed. R. Bankr. P. 9037(h) must file a motion that contains specific information detailing how the pleading violates Fed. R. Bankr. P. 9037. If the filer is also the movant and does not wish to file a corrected document, the motion should additionally include a withdrawal of the underlying document.
- b. **Transcripts.** Access to transcripts filed with the Court will initially be restricted to allow interested parties the opportunity to review transcripts and request redaction. Upon submission of a proper request, the Court shall redact private information from transcripts published or otherwise made available to the public by the Court in accordance with Fed. R. Bankr. P. 9037(a).
- c. **Disabling Public Access.** The Clerk of Court is authorized, but not required, to disable public access of any document that appears to be filed in violation of Fed. R. Bankr. P. 9037. The document in question will be immediately forwarded to the presiding judge to determine if the document should remain inaccessible to the public and whether the filing party should be instructed to submit a redacted document.
- d. **Multiple Redaction Requests.** A party in interest who seeks to redact or restrict access to documents filed in multiple cases shall contact the Clerk of Court in advance of filing the motions to redact or restrict.

District of South Dakota

https://www.sdb.uscourts.gov/sites/sdb/files/local_rules/Local%20Rules%20and%20Appendices%20as%20Amended%20December%205%2C%202023%20with%20bookmarks%20and%20links.pdf

[S.D.] L.B.R. 1007-1(b): Lists (other than mailing list of creditors), Schedules, Statements, and Payment Advices; Extension of Time to File.

(b) Non-disclosure of personal data identifiers. The debtor is solely responsible for redacting any personal data identifiers that may appear in the documents governed by this rule. The Clerk shall have no responsibility for doing so and no liability for not doing so.

(1) Minor children or other dependents. Unless otherwise ordered, a debtor shall disclose only the relationship (e.g., "child" or "parent"), not the full name -3- or initials, of any dependent and only the age of the dependent, not the full date of birth of the dependent.

(2) Social Security number. A debtor represented by an attorney shall disclose his full Social Security number only through the electronic petition filing process. A debtor not represented by an attorney shall file an Official Form 121, Statement About Your Social Security Numbers, with his petition. If a debtor needs to disclose a Social Security number in any other document governed by this rule, the debtor shall list only the last four digits. Unless otherwise ordered, a debtor shall not disclose the Social Security number of a dependent.

(3) Account numbers. Unless otherwise ordered, a debtor shall include only the last four digits of any account number on schedule D, schedule E/F, or any other document governed by this rule.

[S.D.] L.B.R. 3011-1(c): Payment of Unclaimed Funds

(c) Supporting documents. The applicant shall provide supporting documents establishing the claimant's entitlement to the funds. Any personal identifying information, such as a Social Security number, a date of birth, or a full account number, must be redacted from the supporting documents before they are filed....

[S.D.] L.B.R. 5010-1(b)(6): Reopening a Case

(b) Reopening not required. A case need *not* be reopened to:

(6) file a motion to substitute a redacted document or a redacted proof of claim under Bankr. D.S.D. R. 9037-1;

[S.D.] L.B.R. 9004-1(c): General Requirements for Documents Submitted for Filing

(c) Non-disclosure of personal data identifiers. A party shall not include any party's personal data identifiers in any document, unless specifically directed to do so by an order, a statute, a Federal Rule of Bankruptcy Procedure, an official form, or these local rules. If a party must include a Social Security number, a taxpayer identification number, or an account number in a document, the party shall provide only the last four digits of that number. If a party must refer to a specific minor child in a document, the party shall disclose, at most, the minor child's initials and the year in which the minor child was born. The

party filing a document is solely responsible for redacting any personal data identifiers. The Clerk shall have no responsibility for doing so and no liability for not doing so.

[S.D.] L.B.R. 9037-1: Substituting Redacted Document or a Redacted Proof of Claim

(a) Substituting a redacted document for an unredacted document. If a party mistakenly files a document containing one or more personal identifiers as described in Fed.R.Bankr.P. 9037(a), the filer shall promptly file a motion to substitute a redacted document. The motion shall include, as a separate attachment, a complete redacted document, not just the page or pages on which the redactions were made. The filer shall serve the motion and the attached redacted document on parties in interest not electronically served. A notice of the motion is not required.

(b) Substituting a redacted proof of claim for an unredacted proof of claim. If a party mistakenly files a proof of claim containing one or more personal identifiers as described in Fed.R.Bankr.P. 9037(a), the filer shall promptly file a motion to substitute a redacted proof of claim. The motion shall include, as a separate attachment, a complete redacted proof of claim, not just the page or pages on which the redactions were made. If the original proof of claim was filed using ePOC, the filer shall print the ePOC proof of claim, redact the personal identifiers, and attach a copy of the redacted proof of claim to the motion. The filer shall serve the motion and the attached redacted proof of claim on parties in interest not electronically served. A notice of the motion is not required.

Eastern District of Tennessee

https://www.tneb.uscourts.gov/sites/tneb/files/local_rules/TNEB_Local_Rules.pdf

[E.D. Tenn.] L.B.R. 5077-1(c): Transcripts

(c) Obligation to Redact. The attorneys and pro se parties who attended a hearing or trial are responsible for reviewing the transcript of the proceeding and assuring that the transcript is redacted in conformity with Fed. R. Bankr. P. 9037, even if the transcript is prepared and filed at the request of a judge, another party, or a member of the media or the public at large. Redaction is not the responsibility of the court or the court reporter or other transcriber. The obligation of a party and the party's attorney to review and redact the transcript extends to—

- (1) opening and closing statements made on the party's behalf;
- (2) statements of the party;
- (3) the testimony of witnesses called by the party; and
- (4) any other portion of the transcript as ordered by the court.

[E.D. Tenn.] L.B.R. 9013-1(g)(1)(xiii): Motion Practice

(g) Ex Parte Motions.

(1) *Type of Motions.* Unless otherwise provided by these rules, the court may grant without a hearing on an ex parte basis a(n)—

- (xiii) motion to redact and/or restrict public access to documents
containing one or more of the personal data identifiers listed in Fed.

[E.D. Tenn.] L.B.R. 9037-1: Privacy Protection by Restriction and Redaction

If a document not exempt from redaction is filed containing one or more of the personal data identifiers listed in Fed. R. Bankr. P. 9037(a), the filer must request by motion that the document be restricted from public access and then promptly file a redacted document. The proposed order granting the motion must not direct the clerk of court to redact the document.

Middle District of Tennessee

https://www.tnmb.uscourts.gov/sites/tnmb/files/tfr/2022_TNMB%20Local%20Rules%20%28Revised_UST2015-2%20Note%29.pdf

[M.D. Tenn.] L.B.R. 9018-1: Secret, Confidential, Scandalous or Defamatory Matter

Notes that all these provisions apply except “as required by LBR 9037-1.”

[M.D. Tenn.] L.B.R. 9037-1: Privacy Protection for Filings; Redaction; Protective Orders

(a) Form and Content of Motion. Any request to limit public access, to redact and/or to remediate personally identifiable information pursuant to FED. R. BANKR. P. 9037 shall be initiated by Motion and shall attach the proposed redacted document as a separate exhibit to the Motion. The Motion shall be filed electronically as a Miscellaneous Proceeding using CM/ECF by selecting the event styled “Motion to Restrict Access to Document or Motion to Redact.” Public access to the Motion to Restrict Public Access or the Motion to Redact shall be restricted automatically by the clerk, subject to subsections (c) and (e) below. No separate request for permission to file under seal is required. No relief other than to restrict public access and/or permission to file a redacted document(s) may be requested in this initial motion. The Motion must identify the debtor(s), the case number(s), the entity seeking to restrict public access and/or requesting permission to file a redacted document, the entity that filed the affected document(s), the attorney for the entity that filed the affected document(s) and the docket entry or claim number of each document to which public access is to be restricted.

(b) Notice and Service. Notice and service of the initial Motion must be accomplished in a nonpublic manner on the debtor(s), the debtor’s attorney, the filer of the affected (or unredacted) document(s), the case trustee (if any), any individual whose personal identifying information is to be redacted and on the United States trustee (see, LBR 2002-2).

(c) Clerk Shall Act. The filing of a Motion consistent with this rule shall be acted upon as soon as practicable by the clerk before or after entry of an order. The only acts authorized by this provision are the entry by the clerk of an order restricting public access to the affected document(s) identified in the Motion and implementing that restriction. The clerk shall not physically redact, alter or replace any filed document. Once a motion to restrict a document is granted, the clerk will seal the offending CM/ECF entry and the redacted version provided by the filer will be filed replacing the sealed CM/ECF entry. Access to the affected document(s) shall remain unrestricted to the debtor(s), the debtor’s attorney, the entity that filed the affected document(s), the United States trustee and the case trustee.

(d) Other Relief. Any request for relief with respect to personally identifiable information other than the initial Motion described in this rule shall be filed publicly in the Miscellaneous Proceeding using CM/ECF and the entity requesting further relief shall comply with LBR 9013-1 or LBR 9075- 1.

(e) Public Access to Miscellaneous Proceeding. Absent contrary order, 28 days after the filing of a Motion the clerk shall lift the restriction on public access to the Motion(s) described in subsection (a) above.

(f) Further Action Required. Whenever an order is entered restricting access to or redacting a document under this rule, the party that originally filed the document shall immediately file an amended version of the document which redacts any personally identifiable information.

(g) Fees. Except when the movant filed the document requiring restriction or redaction, the following are exempt from the miscellaneous proceeding opening fee and the fee to file the motion:

- (1) an entity moving to protect its own privacy, or the privacy of another related to movant by blood or close affinity;
- (2) the case trustee; and,
- (3) the United States Trustee.

https://www.tnmb.uscourts.gov/sites/tnmb/files/ecf_procedures.pdf

[M.D. Tenn.] ECF Manual 12: Personally Identifiable Information

The Clerk is not responsible for redacting or restricting personally identifiable information contained in any document filed on ECF. Personally identifiable information shall be redacted by a Filer or User prior to filing any document in ECF as directed under Bankruptcy Rule 9037. A Filer or User filing a document containing personally identifiable information may file a miscellaneous proceeding pursuant to LBR 9037-1 to have a document(s) restricted by the Clerk.

Western District of Tennessee

<https://www.tnwb.uscourts.gov/PDFs/BK/Admin%20Order%2008-0006.pdf>

[M.D. Tenn.] Admin. Order 08-0006: Bankruptcy Court Guidelines for Implementation of the United States Judicial Conference Policies on Electronic Availability and Redaction of Transcripts of Court Proceedings

The sixty point lists the categories in FRB 9037(a) in reference to transcript redaction.

Eastern District of Texas

https://www.txeb.uscourts.gov/sites/txeb/files/2022%20LOCAL%20RULES_rev%20as%20of%208-22-22.pdf

[E.D. Tex.] L.B.R. 1007-1(c): Lists, Schedules, Statements, and Other Documents; Time Limits

(c) Redaction of Personal Identifiers

Pursuant to Fed. R. Bankr. P. 9037 and the exemptions contained therein, a debtor must refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all lists, schedules and statements filed with the Court, unless ordered by the Court to do otherwise:

- **Social Security Numbers:** if disclosure of a social security number is required, only the last four digits of that number should be used;
- **Names of Minor Children:** if disclosure of the identity of any minor child is required, only the initials of that child should be used;
- **Dates of Birth:** if disclosure of an individual's date of birth is required by any statement or schedule, only the year should be used;
- **Financial Account Numbers:** if disclosure of any financial account number is required, only the last four digits of that number should be used.

The responsibility for redacting these personal identifiers rests solely with the debtor and debtor's counsel. The Court will not review documents for compliance with this rule. Parties are cautioned that failure to redact these personal identifiers may subject them to the full disciplinary power of the Court.

[E.D. Tex.] L.B.R. 3002-1(a): Filing Proof of Claim or Interest

(a) Redaction of Personal Identifiers The requirements of LBR 9013(d) regarding the redaction of personal identifiers applies to proofs of claim, and attachments thereto, filed with the Court.

[E.D. Tex.] L.B.R. 9013-1(d): Motion Practice

(d) Redaction of Personal Identifiers

Pursuant to Fed. R. Bankr. P. 9037 and the exemptions contained therein, as well as policies adopted by the Judicial Conference of the United States, all parties must refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all pleadings and exhibits filed with the Court, unless ordered by the Court to do otherwise:

- **Social Security Numbers:** if disclosure of a social security number is required, only the last four digits of that number should be used;
- **Names of Minor Children:** if disclosure of the identity of any minor child is required, only the initials of that child should be used;

- Dates of Birth: if disclosure of an individual's date of birth is required by any statement or schedule, only the year should be used;
- Financial Account Numbers: if disclosure of any financial account number is required, only the last four digits of that number should be used.
- Driver's License Numbers: parties should redact license numbers when attaching a copy of any driver's license to any pleading, including motions pertaining to unclaimed funds.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court will not review each pleading for compliance with this rule. Parties are cautioned that failure to redact these personal identifiers may subject them to the full disciplinary power of the Court.

Northern District of Texas

https://www.txnb.uscourts.gov/sites/txnb/files/local_rules/TXNB%20Local%20Rules%20Final%20%28Revised%202.6.2023%29.pdf

[N.D. Tex.] L.B.R. 1007-1(d) L Lists, Schedules and Statements

(d) Privacy Provisions.

(1) Redaction of Personal Identifiers. 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:

(A) Social Security Numbers. If an individual's social security numbers 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 106, list relationship and age of a 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 the 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 Forms 106 and 206, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

(2) Responsible Party. The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Bankruptcy Clerk will not review each document and pleading for compliance with this rule. Any 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 Bankruptcy Court may, however, still require the party to file a redacted copy for the public file.

(3) Statement of Social Security Number. Unless otherwise ordered by the Bankruptcy Court, individual debtors must complete and file electronically an Official Bankruptcy Form 121 Your Statement About Your Social Security Numbers.

Southern District of Texas

No local rules or procedures. There is a local rule 9037-1 that talks about sealed filings, but it appears to be talking about them in general, and never references privacy or any personal data identifiers.

Western District of Texas

https://www.txwb.uscourts.gov/sites/txwb/files/2016-11-10%20Edited%20Local%20Rules_0.pdf

[W.D. Tex.] L.B.R. 4002(a): Duties of Debtor

(a) Redaction.

- (1) Debtors complying with the disclosure requirements of FRBP 4002, or of 11 U.S.C. §§ 521 and 1308, are required to redact personal information from the documents to be produced to the trustee, filed with the Court, or given to any creditor, consistent with the Guidelines for Safeguarding Confidentiality established by the Director of the Administrative Office of the United States Courts, as they may be amended from time to time. The Guidelines for Privacy are available at: <http://www.pacer.gov/privacy/bk.html>
- (2) A trustee or the United States Trustee may request authority to review the unredacted versions of any such documents, upon motion setting forth the grounds therefore, and notice to the debtor. The debtor may submit such documents to the Court for in camera inspection.

https://www.txwb.uscourts.gov/sites/txwb/files/order_amended_privacy-1.pdf

[W.D. Tex.] Amended Standing Order Regarding Privacy Related Rules

4. Personal Data Identifiers in All Documents and Pleadings: In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, 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, except with regard to Form 21, Statement of Social Security Number, as stated above. This includes exhibits, 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, including the voluntary petition, 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. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.

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 Forms 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

District of Utah

https://www.utb.uscourts.gov/sites/utb/files/2022_local_rules.pdf

[Utah] L.B.R. 5003-2(c): Access to Court Papers

(c) Filings Under Seal. Papers ordered sealed or impounded by the court, or subject to a court order under Fed. R. Bankr. P. 9037(d), are not public records within the meaning of § 107. A request to file a document under seal should be made by motion.

(1) Motion to Seal. A motion to seal should be filed setting forth the basis for relief. If protected materials or information are necessary to support the motion, a declaration describing the material must be filed separately from the motion, using the ECF docket event, “Sealed Document.” The moving party should simultaneously upload a proposed order.

(2) Filing Sealed Documents. Once an order is entered granting the motion to file under seal, the document(s) to be filed under seal should be filed using the ECF docket event “Sealed Document” which is specifically designated for sealed documents. Non-ECF users should submit to the Clerk a copy of the order attached to a sealed envelope containing the papers under seal. Unless otherwise ordered, any sealed documents filed in paper will be scanned and electronically sealed on the docket, then destroyed.

(3) Motion to Unseal. A motion to unseal a document may be made on any grounds permitted by law and should be served on the party that requested the sealing.

(4) Viewing by Court Personnel. Unless ordered otherwise, Court staff will not be precluded from viewing sealed documents.

[Utah] L.B.R. 5005-1(b): Filing Requirements

(b) Redaction of Private Information. The filing party is responsible for redacting any confidential information as required by Fed. R. Bankr. Pro. 9037, including all but the last four digits of a debtor’s social security number and financial account numbers.

District of Vermont

<https://www.vtb.uscourts.gov/sites/vtb/files/2024%20Local%20Rules%201.1.24b.pdf>

[Vt.] L.B.R. 1007-3(c)(8): Mailing Lists

Notes that account numbers must be redacted.

[Vt.] L.B.R. 4002-2(b)(1): Debtor's Duties – Tax Returns

(b) Debtor's Response to Request for Tax Return.

- (1) Compliance. It is the debtor's responsibility to redact all personally identifiable information in a tax return prior to delivering it to the requesting creditor. See Local Rule 5001-3(b). After complying with the creditor's request for a tax return, the debtor must file a certification of compliance that substantially conforms to Local Form L-1.

[Vt.] L.B.R. 5001-3(b): Clerk – Public Access to Records

(b) Personally Identifiable Information.

(1) Requirement to Redact. In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, parties must refrain from including, or must partially redact where inclusion is necessary, the following personal identifiers from all evidence presented at hearings and from all documents filed with the Clerk, including exhibits, whether filed electronically or non-electronically, unless otherwise ordered by the Court:

- (A) Names of Minor Children. If the existence of a minor child is required to be disclosed in a court filing or at a court hearing, the child must be identified only by their initials.
- (B) Dates of Birth. If an individual's date of birth is required to be disclosed in a court filing, only the year of birth should be disclosed.
- (C) Social Security Numbers. If an individual's social security number is required to be included in a court filing, only the last four digits of that number should be used. The only exception is Official Form 121, which the debtor must submit rather than file. See Local Rule 5001- 3(b).
- (D) Taxpayer Identification Numbers. The taxpayer identification number of any non-debtor identified in a debtor's filings must be redacted to reflect only the last four digits.
- (E) Financial Account Numbers. If financial account numbers are required to be disclosed in a court filing or at a court hearing, only the last four digits of each account number should be disclosed, unless the Court orders otherwise.

[Vt.] L.B.R. 5007-1 (e)(3): Record of Proceedings and Transcripts; Ensuring Privacy in Transcripts

(e) Procedures for Protecting Privacy.

(3) Form of Redaction. The transcriber must redact personally identifiable information in the following manner:

- (A) names of minor children must be limited to their initials;
- (B) dates of birth must be limited to the year of birth;
- (C) home addresses of non-debtor individuals must be limited to city and state;
- (D) social security numbers must be limited to the last four digits;
- (E) taxpayer identification numbers must be limited to the last four digits; and
- (F) financial account numbers must be limited to the last four digits.

Eastern District of Virginia

<https://www.vaeb.uscourts.gov/sites/vaeb/files/SO09-3.pdf>

[E.D. Va.] Standing Order 09-03: Implementing a New Policy on Electronic Availability and Redaction of Transcripts and Revision to Local Bankruptcy Rule 5007-1 and Re-Designation as Local Bankruptcy Rule 5077-1

Says in relevant part:

NOW, THEREFORE, IT IS ORDERED that:

The following procedures regarding the availability and redaction of transcripts of court proceedings made available through the public access terminals located at each division of the Court in the Intake area of the Bankruptcy Clerk's Office and remotely via CM/ECF and PACER are hereby adopted:

1. Each party¹ shall review a transcript of a court proceeding for information that should be redacted under the Judicial Conference's privacy policy and as more specifically set forth at Federal Rule of Bankruptcy Procedure 9037(a):
 - a. the last four digits of the social security number and taxpayer identification number;
 - b. the year of the individual's birth;
 - c. the minor's initials; and
 - d. the last four digits of the financial account number.
2. Although normally it is the duty of the filer of a pleading or paper to redact personal data identifiers, the redaction responsibilities for a transcript fall on the parties to the hearing, not the court reporter (or transcriber) or the Bankruptcy Clerk's Office.

Western District of Virginia

https://www.vawb.uscourts.gov/sites/default/files/local_rules/Local%20Rules%202023%20Final%20-%20mod%201072-1-1.pdf

[W.D. Va.] 5005-4(J): Electronic Filing of Petitions, Pleadings, Orders and Other Documents

J. Privacy Protection: Any limitations on public access to documents filed electronically with this Court shall be provided for in the Administrative Procedures authorized by the “Order Adopting Case Management/Electronic Case Filing” in the United States Bankruptcy Court for the Western District of Virginia, as modified from time to time and posted on the Court’s Internet website, which order shall be subject to and in conformity with applicable provisions of statutory law and the Federal Rules of Bankruptcy Procedure.

Eastern District of Washington

<https://www.waeb.uscourts.gov/sites/waeb/files/LocalRules.pdf>

[E.D. Wash.] L.B.R. 9037-1: Privacy Protection for Filings Made with the Court

If a document is filed which fails to comply with FRBP 9037(a), immediately upon being made aware of such, the party who filed the document shall file a redacted version of the document and request the clerk restrict access to the unredacted document.

Western District of Washington

https://www.wawb.uscourts.gov/sites/default/files/attachments/2023%20rules.clean%20-23.10.27%20FINAL_w%20ToC%20Added%20CSC%20CLEAN.pdf

[W.D. Wash.] L.B.R. 9018-1(a): Sealing and Redacting of Court Records

(a) Presumption of Public Access. There is a strong presumption of public access to the court's records. This rule applies in all instances where a party seeks to overcome that presumption by filing a document under seal, thereby denying public access to that document. Alternatives to filing a document under seal are to be considered, including considering whether the document could be filed in a redacted version to address secrecy, privacy or confidentiality concerns while still providing the relevant information. See Fed. R. Bankr. P. 9037.

<https://www.wawb.uscourts.gov/sites/default/files/general-orders/GO-2008-3-AdoptingRedactionInElectronicallyFiledTranscripts.pdf>

[W.D. Wash.] General Order 2008-3: Redaction in Electronically Filed Transcripts

Says in relevant part:

NOW THEREFORE, it is

ORDERED that the following procedures regarding redaction in electronically filed transcripts are adopted:

1. Each party's attorney¹ is required to review a transcript for information that should be redacted under the Judicial Conference's privacy policy and as more particularly described in Fed. R. Bankr. P. 9037: Social security and taxpayer identification numbers are to be redacted to show only the last four digits; birth dates should contain only the year of birth; individuals known to be minors should be referred to with initials; and financial account numbers should be redacted to the last four digits.

2. With the exception of transcripts, redaction of the information described in Fed. R. Bankr. P. 9037(a) is the responsibility of the person filing the document. When a transcript is filed, the attorneys who attended the hearing are solely responsible for redaction of the information described in Fed. R. Bankr. P. 9037(a). Court transcribers or the Clerk of the Court (Clerk) are not responsible for reviewing documents filed with the court for compliance with this General Order No. 2008-3.

Northern District of West Virginia

https://www.wvnb.uscourts.gov/sites/wvnb/files/local_rules/Local%20Bankruptcy%20Rules%2018-mp-2%20-%20update%20RE%20GO%2020-6%20and%20LBR%207016.pdf

[N.D. W. Va.] L.B.R. 9037-1: Privacy Protections for Filings; Redaction; Protective Orders

- (a) The responsibility for redacting personal identifiers rests solely with the filer.
- (b) Upon the filing of a motion to redact or seal, the Clerk may immediately seal any document alleged to require redaction.
- (c) The Clerk or Court may, but is not required to, sua sponte restrict from viewing any document that appears to require redaction and require the filing party to file a motion to redact and the redacted document.

Southern District of West Virginia

<https://www.wvsb.uscourts.gov/sites/wvsb/files/localrules.pdf>

[S.D. W. Va.] L.B.R. 5077-1(b)(5)

(b) Procedure for Review and Redaction of Electronic Transcripts of Court Proceedings –

(5) If a “Request for Redaction” is timely filed, the transcriber must partially redact the personal data identifiers identified in the “Request for Redaction” as follows:

- (i) Social security numbers and taxpayer-identification numbers, will use only the last four digits;
- (ii) Financial account numbers, will use only the last four digits;
- (iii) Names of minor children, will use only their initials; and
- (iv) Dates of birth, will use only the year.

[S.D. W. Va.] L.B.R. 9037-1.1: Privacy Protection for Filings Made with the Court

Unless the Court orders otherwise, information subject to redaction includes all information subject to protection from unauthorized disclosure under nonbankruptcy state or federal law (for example, H.I.P.A., etc.). Information available at the Clerk=s offices or posted on the system must not be reviewed, obtained, or downloaded for uses inconsistent with the privacy requirements of federal law.

Eastern District of Wisconsin

<https://www.wieb.uscourts.gov/sites/default/files/forms/Local%20Rules%2011.1.17.pdf>

[E.D. Wis.] L.B.R. 1007.2(c): Disclosure of Other Documents

- (c) Tax returns or transcripts provided to the trustee under subsection (a)(5) or (b)(1) above, should not be filed with the court, unless otherwise ordered, but must have personal identifiers of non-debtors redacted in the manner described in Fed. R. Bankr. P. 9037.

<https://www.wieb.uscourts.gov/administrative-procedures>

[E.D. Wis.] Admin. Procedure Manual II.I: Tax Documents

No tax information filed with the bankruptcy court or otherwise provided by the debtor will be available to the public via the Internet, PACER, or CM/ECF. To file tax information in the system, use the event "Tax Information" which can be found on the "Bankruptcy" menu, under "Other Events" or "Miscellaneous." Local Rule 1007.2 specifies the information that may be required to be filed with either the court or the case trustee prior to discharge. Debtors providing tax information under 11 U.S.C. § 521 should redact personal information as set forth in Fed. R. Brnkr. P. 9037.

<https://www.wieb.uscourts.gov/general-order-23-2-designating-procedures-filing-omnibus-redaction-requests>.

[E.D. Wis.] General Order 23-2: Designating Procedures for Filing Omnibus Redaction Requests

Giving specific provisions for filing an omnibus motion for redacting already filed documents.

Western District of Wisconsin

<https://www.wiwb.uscourts.gov/sites/wiwb/files/General%20Order%20Delegation%20of%20Authority.pdf>

[W.D. Wis.] General Regarding Clerk's Authority

Notes that it is no longer necessary to reopen a case to redact documents that had been filed with personal identifiers.

https://ecf.wiwb.uscourts.gov/webhelp/ecf_atty_manual.htm?#t=Motions%2F-Motion_for_Protective_Order.htm

ECF Manual : Motion to Redact

Gives very specific information about redacting, as well as hyperlinks relevant to different situations.

https://ecf.wiwb.uscourts.gov/webhelp/Motions/m_reopen.htm?rhsearch=redacted&rhhlterm=redact

Has a page about re-opening a case, which notes that this is not necessary for motions to redact.

District of Wyoming

No local rules or procedures.