

# **BANKRUPTCY <sup>UP</sup>DATE**

## **January 28, 2015**

If someone else would like to receive these <sup>UP</sup>dates, please send an e-mail to [Mary\\_Frederickson@sdb.uscourts.gov](mailto:Mary_Frederickson@sdb.uscourts.gov).

### **Redaction of Personal Identifiers**

Pursuant to Federal Rule of Bankruptcy Procedure 9037, the filer of a document is responsible for redacting Social Security numbers, taxpayer identification numbers, birth dates, names of minor children, financial account numbers, and other personal identifiers prior to filing the document with the Court. Please remember to redact these personal identifiers from pay stubs, loan or security agreements, and other documents before filing. The Clerk's office cannot, and will not, redact personal identifiers for you.

If a document containing a personal identifier is mistakenly filed, a Motion to Substitute Redacted Document should be filed and linked to the docket entry containing the personal identifier. The complete redacted document, not just the page(s) on which redactions are made, must be attached to the motion. Use the CM/ECF event "Substitute Redacted Document" found under Bankruptcy - Motions/Applications to file the motion and the attachment. Do not file a notice with the motion. Serve the motion and the attached redacted document on any parties in interest, including the debtor(s), who are not electronically served. The Court will prepare the order.

When the document containing a personal identifier is a proof of claim, the procedure to substitute a redacted proof of claim

is similar. File a Motion to Substitute Redacted Proof of Claim, attach the complete redacted proof of claim to the motion, and use the CM/ECF event "Substitute Redacted Proof of Claim" found under Bankruptcy - Motions/Applications to file the motion and the attached redacted proof of claim. Serve the motion and the attached redacted proof of claim (no notice) on any parties in interest, including the debtor(s), who are not electronically served. If the original proof of claim was filed using ePOC, print out the ePOC proof of claim that was filed, redact the personal identifiers by blacking them out, and then make a new PDF of the redacted proof of claim to use as your attachment to the motion.

A nationwide fee of \$25.00 is charged for every motion to substitute a redacted document or a redacted proof of claim.

## **Link**

[Previous Bankruptcy <sup>UP</sup>dates](#)

As always, should you have questions regarding this <sup>UP</sup>date or anything else concerning your dealings with the Court or the Clerk's office, please let us know.