

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA

In re)
)
) BANKRUPTCY GENERAL ORDER
)
) PRIVACY POLICY REGARDING)
) PUBLIC ACCESS TO ELECTRONIC) NO. 168
) CASE FILES AND AMENDMENT OF)
) LOCAL BANKRUPTCY RULE 1007-2)
)
 _____)

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 the 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 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 file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

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.

Additionally, in order to conform with changes in the Federal Rules of Bankruptcy Procedure requiring the implementation of Official Form B 21, STATEMENT OF SOCIAL SECURITY NUMBER, for conventional filed cases and Local Form CSD 1800, ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS, having been modified to provide guidance for handling redaction of social security numbers for electronically filed cases;

IT IS ORDERED that effective DECEMBER 1, 2003, Local Bankruptcy Rule 1007-2 be amended to read as follows:

Local Bankruptcy Rule 1007-2:

1007-2. ASSEMBLY OF PAPERS FOR FILING; NUMBER OF COPIES.

(a) ASSEMBLY OF PAPERS. The original papers and copies required by subsection (b) of this Rule shall be assembled into separate sets. All papers submitted to the court shall be flat and unfolded, except as necessary for presentation of exhibits. ~~Each set of papers shall be pre-punched with two normal-size holes (approximately 1/4" diameter), centered 2-3/4 inches apart, 1/2 to 5/8 inches from the top edge of the paper.~~ All pages shall be firmly bound at the top left corner. Assembly sequence for papers is from top to bottom:

- (1) Official Bankruptcy Form B 21 entitled "Statement of Social Security Number."
- (~~1~~2) Local Form CSD 1006 entitled "Application to Pay Filing Fees in Installments and Order" (not required if filing fee paid in full when filing petition).
- (~~2~~3) Petition.
- (~~3~~4) Exhibit "A": Corporate Statement (Corporate Filings Only - see Official Bankruptcy Form ~~B1XA~~ B1, Exh. A).
- (~~4~~5) List containing names and addresses of creditors (not required if Schedules filed with Petition);
- (~~5~~6) Summary of Schedules;
- (~~6~~7) Schedules A-J;
- (~~7~~8) Statement of Financial Affairs;
- (~~8~~9) List of equity security holders (chapter 11 cases only);
- (~~9~~10) List of 20 largest unsecured creditors, exclusive of insiders (chapter 11 cases only);
- (~~10~~11) Chapter 13 Plan, if filed with petition;

- (~~11~~-12) Attorney Fee Disclosure Statement required by Fed. R. Bankr. P. 2016(b), if filed with petition;
- (~~12~~-13) Statement of Intention required by Fed. R. Bankr. P. 1007(b)(2) [see Official Bankruptcy Form 8], if filed with petition (only in chapter 7 cases for individual debtors);
- (~~13~~-14) One computer diskette containing separate files as follows:
 - (A) one (1) pdf file containing the petition together with schedules, statements, and the Attorney Fee Disclosure Statement, if any;
 - (B) one (1) pdf file containing the Chapter 13 Plan, if any;
 - (C) one (1) txt file containing the names and addresses of creditors and other parties in interest submitted pursuant to Local Bankruptcy Rule 1007-1.

The diskette shall be accompanied by one (1) paper original Local Form CSD 1004, *DECLARATION RE: FILING OF PETITION, SCHEDULES & STATEMENTS ON DISKETTE*. If financial constraints and/or the inability to access the equipment necessary to produce the diskette would cause an undue hardship on the debtor, a scannable petition and all attachments along with a creditor matrix must be submitted accompanied by an executed *REQUEST FOR WAIVER OF DISKETTE REQUIREMENT*, Local Form CSD 1010.

DATED: November 24, 2003

s/ John J. Hargrove
 JOHN J. HARGROVE
 Chief Judge, U.S. Bankruptcy Court

s/James W. Meyers
 JAMES W. MEYERS
 Judge, U.S. Bankruptcy Court

Out of District
 LOUISE DeCARL ADLER
 Judge, U.S. Bankruptcy Court

s/Peter W. Bowie
 PETER W. BOWIE
 Judge, U.S. Bankruptcy Court