

**United States Bankruptcy Court
Eastern and Western Districts of Arkansas**

PRIVACY PROTECTION FOR FILINGS MADE WITH THE COURT
AMENDED GENERAL ORDER NO. 24

WHEREAS, Fed. R. Bankr. P. 9037 – Privacy Protection For Filings Made with the Court, was amended to include new subdivision (h) and prescribes a procedure for the belated redaction of documents that were filed without complying with subdivision (a) unless the court orders otherwise;

WHEREAS, the United States Bankruptcy Court for the Eastern and Western Districts of Arkansas (“the Court”) adopts the following procedures for the protection of personal privacy and other legitimate interests; accordingly, it is hereby

ORDERED that the following is hereby adopted:

Personal Data Identifiers. 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:

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.

Names of Minor Children. If the involvement of a minor must be mentioned, only the initials of that child should be used.

Dates of Birth. If an individual’s date of birth must be included in a pleading, only the year should be used.

Financial Account Numbers. If financial account numbers are relevant, only the last four (4) digits 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 About Your Social Security Numbers, Official Form 121*.

Debtors amending a social security number after case opening shall give creditors notice of the amendment in order to comply with Fed. R. Bankr. P. 1009(a).

Responsibility for Redaction. The responsibility for redacting personal data identifiers rests solely with the party filing the document. The clerk's office will not review each document for compliance with this Rule. In the event the clerk's office discovers that personal data identifiers have been included in a document, the clerk's office 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.

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 motion to redact will be restricted at the time of filing. A redacted version of the restricted document(s) shall be filed as soon as practicable, but no later than ten (10) days from the entry of an order by the Court granting the motion to redact.

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 on the docket.

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, 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.

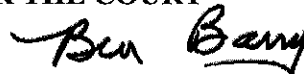
Any provisions of Fed. R. Bankr. P. 9037 not specifically addressed by this General Order shall apply consistent with the rule.

This General Order shall become effective as of December 1, 2019. After March 1, 2020, failure to comply with this order may result in the Court entering an Order to Show Cause.


IT IS SO ORDERED.

DATED: November 26, 2019

FOR THE COURT



BEN T. BARRY
CHIEF U.S. BANKRUPTCY JUDGE



RICHARD D. TAYLOR
U.S. BANKRUPTCY JUDGE



PHYLLIS M. JONES
U.S. BANKRUPTCY JUDGE