

## **REDACTION OF PRIVACY INFORMATION**

**Revised 11/18/2014**

Pursuant to Federal Rule Bankruptcy Procedure 9037, certain privacy information must be redacted from filings made with the court. It has come to the attention of the Clerk of Court that certain redaction techniques with respect to electronic documents do not sufficiently redact the underlying information (metadata).

- A common approach with respect to paper documents is to use a black marker and black out the sensitive information.
- With the advent of highlighting capabilities in Adobe Acrobat, or similar capabilities, electronic redaction has become more popular but may be ineffective.
- Utilizing the highlighter function in Adobe Acrobat, or a similar technique, often merely hides the metadata, but the information is still imbedded in the document and may be readable.
- Effective means of eliminating the private data from electronic documents include omitting the information altogether before printing the document to PDF as follows:
  - XXX-XX-1234
  - Using commercially available software
  - Fully blacking out the text before scanning

Please contact the Court's technical help desk on the Court's website, located under the "help" section, if you need further assistance.

**NOTE:** A motion and proposed order are required along with the appropriate filing fee to disable public access to a document improperly containing privacy information, and a corrected pleading must be filed.