

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

BANKRUPTCY STANDING ORDER 2003-1

PRIVACY

The policy of the Judicial Conference of the United States and the E-Government Act of 2002 is to promote electronic access to case files while also protecting personal privacy and other legitimate interests. Further, amendments to the Federal Rules of Bankruptcy Procedure that are to become effective on December 1, 2003, enact procedures to protect the personal information of debtors in documents filed by the debtors and entered by the court. To insure that creditors and other parties in interest also comply with the policy of protecting the privacy of the debtor and others, consistent with allowing access of the information to those persons with legitimate need for the data,

IT IS ORDERED that except as required by Bankruptcy Rules 1005, 1007(f), and 2002(a)(1) (eff. 12/1/2003), and unless ordered by the court, parties are to refrain from including, or are to partially redact when inclusion is necessary, the following personal data identifiers from papers filed with the court, including any exhibits thereto,

- a. ***Social Security Numbers.*** If an individual's social security number must be included in a pleading, only the last four digits of the number should

be used.

b. *Names of minor children.* If the involvement of a minor child must be mentioned, only the initials of the 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 the financial account numbers are relevant, only the last four digits of these numbers should be used.

IT IS FURTHER ORDERED that the responsibility for redacting personal identifiers rests solely with counsel and the parties. The clerk will not review each pleading or other paper for compliance with this rule.

New Orleans, Louisiana, October 29, 2003.

/s/ T. M. Brahney, III
T. M. BRAHNEY, III
U. S. BANKRUPTCY JUDGE

/s/ Jerry A. Brown
JERRY A. BROWN
U. S. BANKRUPTCY JUDGE