

## Privacy Policy – Redaction of Documents

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To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the Court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

- (1) Minors' names: Use of the minors' initials only;
- (2) Social security numbers: Use of the last four numbers only;
- (3) Dates of birth: Use of the year of birth only;
- (4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and
- (5) Home addresses: Use the city and state only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

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