

**RULE 27. PRIVACY PROTECTION FOR FILINGS  
MADE WITH THE COURT**

**(a) Redacted Filings:** Except as otherwise required by these Rules or directed by the Court, in an electronic or paper filing with the Court, a party or nonparty making the filing should refrain from including or should take appropriate steps to redact the following information:

(1) Taxpayer identification numbers (e.g., Social Security numbers or employer identification numbers).

(2) Dates of birth. If a date of birth is provided, only the year should appear.

(3) Names of minor children. If a minor child is identified, only the minor child's initials should appear.

(4) Financial account numbers. If a financial account number is provided, only the last four digits of the number should appear.

**(b) Limitations on Remote Access to Electronic Files:** Except as otherwise directed by the Court, access to an electronic file is authorized as follows:

(1) The parties and their counsel may have remote electronic access to any part of the case file maintained by the Court in electronic form; and

(2) any other person may have electronic access at the courthouse to the public record maintained by the Court in electronic form, but may have remote electronic access only to:

(A) The docket record maintained by the Court; and

(B) any opinion, order, or decision of the Court, but not any other part of the case file.

**(c) Filings Made Under Seal:** The Court may order that a filing containing any of the information described in paragraph (a) of this Rule be made under seal without redaction. The Court may later unseal the filing or order the person who made the filing to file a redacted version for the public record.

**(d) Protective Orders:** For good cause, the Court may by order in a case:

(1) Require redaction of additional information; or

(2) issue a protective order as provided by Rule 103(a).

**(e) Option for Additional Unredacted Filing Under Seal:** A person making a redacted filing may also file an

unredacted copy under seal. The Court must retain the unredacted copy as part of the record.

**(f) Option for Filing a Reference List:** A document that contains redacted information may be filed together with a reference list that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item listed. The list must be filed with a motion to seal and may be amended as of right. Any reference in the case to a listed identifier will be construed to refer to the corresponding item of information.

**(g) Waiver of Protection of Identifiers:** A person waives the protection of this Rule as to the person's own information by filing it without redaction and not under seal. The Clerk of the Court is not required to review documents filed with the Court for compliance with this Rule. The responsibility to redact a filing rests with the party or nonparty making the filing.

**(h) Inadvertent Waiver:** A party may correct an inadvertent disclosure of identifying information in a prior filing by submitting a properly redacted substitute filing within 60 days of the original filing without leave of Court, and thereafter only by leave of Court.