

### 3.03 | PRIVACY PROTECTION

Certain sensitive information about individuals involved in the claim cannot be included in documents filed with the Court. If personal information is necessary for the complaint, personal identifiers must be redacted (blackened out) as follows:

- minor children must not be identified by their full names, but by their initials (e.g., A.B., C.D.); financial account numbers must be redacted except for the last four digits (e.g., xxxx-xxxx-1234);
- Social Security and taxpayer-identification numbers must be redacted except for the last four digits (e.g., xxx-xx-1234); and
- dates of birth must include the year only (e.g., X/X/1980).

*(Federal Bar Association: Access to Justice Task Force. © 2019.*

*Honorable Mention: USNYND, USCAND)*

