

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT**

In re:

**MODIFICATION OF
LOCAL RULES OF PRACTICE AND
PROCEDURE IN BANKRUPTCY COURT,
DISTRICT OF VERMONT**

**Standing Order
03-7**

**TO ADD VT. LBR 9004-1
REGARDING PERSONAL PRIVACY**

IT IS ORDERED that the Vermont Local Bankruptcy Rules ("Vt. LBR") are hereby modified to add the following local rule:

Vt. LBR 9004-1. PAPERS - REQUIREMENTS OF FORM

In compliance with the policy of the Judicial Conference of the United States, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the Clerk, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

- (a) **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- (b) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (i.e., child, age 6).
- (c) **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.
- (d) **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D, E, and F of Official Bankruptcy Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.


A party wishing to file a document containing the personal data identifiers listed above may file a motion for authority to file the unredacted document under seal (see Vt. LBR 5005-1). The Court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with this rule.

This modification of the Local Rules is effective December 1, 2003.

SO ORDERED.

Rutland, Vermont
November 21, 2003



Colleen A. Brown
United States Bankruptcy Judge