

Rule 5.1. Privacy requirements.

(1) All parties shall exclude the following personal identification from all filed documents except as provided below.

(A) Social Security numbers and drivers license numbers: . Except in the case of a testamentary writing, Social Security and driver's license numbers are to be excluded from public filings. If a person intends to file any document that includes an individual's social security number, the person shall file the document with the acronym "SSN" placed where the individual's social security number would have been included.

(B) Dates of birth: . Except in the case of a testamentary writing and as otherwise provided in Probate Rules 108(a)(1), 221(a)(4), 231(a)(4) and (b)(1), and 408(b)(1), dates of birth are to be excluded from public filings. If a person intends to file any document that includes an individual's date of birth, the person shall file the document with the acronym "DOB" placed where the individual's date of birth would have been included.

(C) Financial account numbers: . Except in the case of a testamentary writing and as provided in Probate Rules 20(a), 109(e), 114(b), 204(a), 329(a), 330(b), 409(f) and 414(b), financial account numbers are to be excluded from public filings. Probate Form 27, as provided for in the foregoing rules, shall be maintained under seal. Upon motion and for good cause shown, the court may order the form unsealed. Except for Probate Form 27, any document filed that contains a financial account number shall include only the lasts four digits of that number.

(2) A person wishing to file a document containing the unredacted personal identification listed in subparagraphs (A) through (C) of paragraph (1) of this rule may file a motion for leave to file an unredacted document under seal.

(3) The responsibility for redacting this personal identification rests solely with counsel and the interested persons.

**COMMENT:**

This Rule expresses the Court's concern about access to, and dissemination of, private information in the Court's public records to the detriment of individuals whose privacy is compromised simply because their otherwise private information is contained in court filings. The risk of invasion of privacy is heightened where the Court's public records are made available through the internet. Although the Rule does not expressly prohibit all use of personal identifiers and other private information, such as home addresses, it is the policy of the Court that parties not include home addresses and other private information in any court filings unless it is necessary to the matter being litigated or is otherwise expressly required by statute or other Rules of the Court, such as, for example, Civil Rules 16(a)(2), 10-1(b), and 4(l)(2), made applicable to Probate proceedings by Probate Rule 1(f).