

Redactions
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Redactions

Introduction

This document provides information and procedures for e-filers regarding redactions and motions to redact.

Redaction basics

What should be redacted

FRBP 9037

Per FRBP 9037, redaction is the responsibility of parties and should occur prior to filing. Under this rule, the following information should be redacted from court filings to the extent indicated:

Information	Documents should show only
Social security number (SSN)	Last four digits
Taxpayer-identification number	Last four digits
Financial account number	Last four digits
Date of birth	Year only
Name of minor	Initials only

Medical records

Although not specifically protected by a bankruptcy rule, medical records may also generally be redacted from filings.

Motions to redact

Although redaction should occur before filing, if a document is filed without appropriate redactions, the filer should file a motion to redact (see the [Filing Procedures](#) section below for filing instructions) along with a properly redacted copy of the document at issue. Do not submit a proposed order. The court will enter a text-only order on the motion.

If a party is concerned about unredacted information filed by another party, that party should contact the court. The court will restrict access to the document and enter an appropriate order. [Click here](#) for contact information.

Privacy

Public access to the unredacted document will be restricted while the court considers the motion. The redacted version filed along with the motion will be publicly available. If the court denies the motion to redact, the original, unredacted document will become public.

Filing fees

There is a filing fee for motions to redact. [Click here](#) to see current fee amount.

However, if the motion needs to be refiled for some reason, the motion may be refiled with no fee using the motion to redact event. This is done by selecting “This filing supersedes a previously filed motion to redact” while filing the motion to redact (see Step 6 of the [Filing Procedures](#) section below).

Redact vs. seal

For motions to file an entire document under seal (for example, a document containing trade secrets) rather than protecting discrete bits of information (for example, an SSN), see separate [Seal Documents](#) procedures.



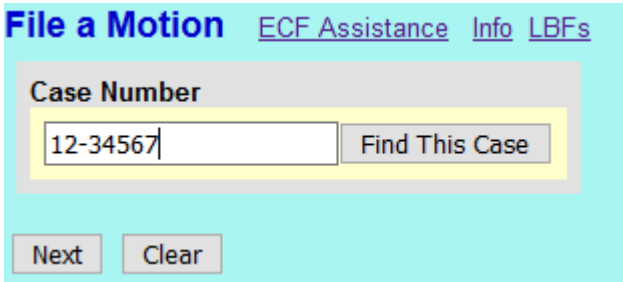
Motion to Redact Filing Procedures

Before beginning the filing process, save a redacted copy of the document at issue to file as an attachment.

Steps	Action
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar
2	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)
3	Enter case number in format yy-xxxxx (or yy-xxxx for adversary proceedings)
4	Select Redact
5	Review instructional message and proceed
6	<ul style="list-style-type: none">● Select whether this is the original motion to redact or is a refiled motion● If “This filing supersedes a previously filed motion to redact” is selected, proceed directly to Step 8 (this option allow for refiling without fee for deficient motions)
7	Review filing fee amount and proceed
8	Select whether the motion relates to a proof of claim

9	Select claim or other document to which the motion relates	
	Proof of claim	Other document
	Click "Next"	Select document type or click first item on list below then and hold the Shift key, and click the last item to see all
	Click claim ("Claim Selected" field will populate)	Check box for document to which the motion relates
10	Select whether filing includes an affidavit, declaration, certification, brief or memorandum	
11	<ul style="list-style-type: none"> ● Click "Browse..." to attach motion in PDF format ● Select "Yes" radio button to attach redacted document 	
12	<ul style="list-style-type: none"> ● Click "Browse..." to select redacted document in PDF form ● Add "Redacted [docket text of original document without previous filing or modification information]" ● Click "Add to List" button (document will appear in list box) 	
13	Edit docket text if necessary	
14	Review docket text and submit	

Motion to Redact Filing Procedures with Screenshots

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p> 
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p> 
3	<p>Enter case number in format yy-xxxxx (or yy-xxx for adversary proceedings)</p> 

<p>4</p>	<p>Select Redact</p> <p>Start typing to find another event. Hold down Ctrl to add additional items.</p> <table border="1"> <thead> <tr> <th data-bbox="321 281 841 310">Available Events (click to select events)</th> <th data-bbox="850 281 1370 310">Selected Events (click to remove events)</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 310 841 659"> <ul style="list-style-type: none"> Pay Filing Fee in Installments [Requires LBF 110 - 12/1/13] Protective Order Quash Reclassify Claims Reconsider Recusal Redact Redeem [Requires LBF 717.20 - 12/1/19] Relief from Co-Debtor Stay [Requires LBF 720 - 12/1/18; 720.80 - 12/1/19; 1220 - 12/1/19] Relief from Stay (Amended) [Requires LBF 720 - 12/1/18; 720.80 - 12/1/19; 1124 - 12/1/18] Relief from Stay Refiled with No Fee [LBF 720 - 12/1/18; 720.80 - 12/1/19; 1124 - 12/1/18] </td> <td data-bbox="850 310 1370 340"> <ul style="list-style-type: none"> Redact </td> </tr> </tbody> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	<ul style="list-style-type: none"> Pay Filing Fee in Installments [Requires LBF 110 - 12/1/13] Protective Order Quash Reclassify Claims Reconsider Recusal Redact Redeem [Requires LBF 717.20 - 12/1/19] Relief from Co-Debtor Stay [Requires LBF 720 - 12/1/18; 720.80 - 12/1/19; 1220 - 12/1/19] Relief from Stay (Amended) [Requires LBF 720 - 12/1/18; 720.80 - 12/1/19; 1124 - 12/1/18] Relief from Stay Refiled with No Fee [LBF 720 - 12/1/18; 720.80 - 12/1/19; 1124 - 12/1/18] 	<ul style="list-style-type: none"> Redact
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<p>5</p>	<p>Review instructional message and proceed</p> <p>Per FRBP 9037, you must file both a motion and the proposed redacted document. Please file the proposed redacted document as a separate PDF using the Attachments to Document function on the applicable screen.</p> <p>Do not submit a proposed order. The court will enter a text order on your motion.</p> <p>This motion will not be available on the docket for public viewing.</p> <p>Next Clear</p>				
<p>6</p>	<ul style="list-style-type: none"> ● Select whether this is the original motion to redact or is a refiled motion ● If “This filing supersedes a previously filed motion to redact” is selected, proceed directly to Step 8 (this option allow for refileing without fee for deficient motions) <p>Select one:</p> <ul style="list-style-type: none"> <input type="radio"/> This filing is the original motion to redact <input type="radio"/> This filing supersedes a previously filed motion to redact <p>Next Clear</p>				
<p>7</p>	<p>Review filing fee amount and proceed</p> <p>Fee: \$25</p> <p>Next Clear</p>				
<p>8</p>	<p>Select whether the motion relates to a proof of claim</p> <p>Is the redaction for a proof of claim filed in this case?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes ← <input type="radio"/> No ← <p>Next Clear</p>				

<p>9</p>	<p>Select claim or other document to which the motion relates</p> <table border="1"> <thead> <tr> <th data-bbox="321 237 857 279">Proof of claim</th> <th data-bbox="857 237 1409 279">Other document</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 279 857 716"> <p>Click "Next"</p> <p>Choose the related claim.</p> <p>Next Clear</p> </td> <td data-bbox="857 279 1409 716"> <p>Select document type or click first item on list below then and hold the Shift key, and click the last item to see all</p> <p>Choose the document that contains the information to be redacted.</p> <p>Select the category to which your event relates. If the related document does not appear after selecting the most logical category, please use the following steps to view all docket entries in the case: Click the first item on the list below. Press and hold the Shift key, and click the last item. Searching all categories in a large case may be slow to return the list of entries.</p> <p>court ord creditor misc motion notice order plan trustee utility</p> <p>Filed: [] to []</p> <p>Documents: [] to []</p> <p>Next Clear</p> </td> </tr> <tr> <td data-bbox="321 716 857 947"> <p>Click claim ("Claim Selected" field will populate)</p> <p>Select claim(s) from list</p> <table border="1"> <thead> <tr> <th>Creditor name</th> <th>Claim #</th> <th>Amount claimed</th> <th>Date filed</th> </tr> </thead> <tbody> <tr> <td>Re-Leaf Landscaping, LLC (100431268)</td> <td>1</td> <td>\$78.00</td> <td>05/12/2020</td> </tr> </tbody> </table> <p>Next Clear</p> </td> <td data-bbox="857 716 1409 947"> <p>Check box for document to which the motion relates</p> <p>Select the appropriate event(s) to which your event relates:</p> <p><input type="checkbox"/> 05/12/2020 Commencement of Case . (ThompsonTest, Jeff)</p> <p><input checked="" type="checkbox"/> 05/12/2020 1 Motion Filed by Debtor Callie Fleur (ThompsonTest, Jeff)</p> <p>Next Clear</p> </td> </tr> </tbody> </table>	Proof of claim	Other document	<p>Click "Next"</p> <p>Choose the related claim.</p> <p>Next Clear</p>	<p>Select document type or click first item on list below then and hold the Shift key, and click the last item to see all</p> <p>Choose the document that contains the information to be redacted.</p> <p>Select the category to which your event relates. If the related document does not appear after selecting the most logical category, please use the following steps to view all docket entries in the case: Click the first item on the list below. Press and hold the Shift key, and click the last item. Searching all categories in a large case may be slow to return the list of entries.</p> <p>court ord creditor misc motion notice order plan trustee utility</p> <p>Filed: [] to []</p> <p>Documents: [] to []</p> <p>Next Clear</p>	<p>Click claim ("Claim Selected" field will populate)</p> <p>Select claim(s) from list</p> <table border="1"> <thead> <tr> <th>Creditor name</th> <th>Claim #</th> <th>Amount claimed</th> <th>Date filed</th> </tr> </thead> <tbody> <tr> <td>Re-Leaf Landscaping, LLC (100431268)</td> <td>1</td> <td>\$78.00</td> <td>05/12/2020</td> </tr> </tbody> </table> <p>Next Clear</p>	Creditor name	Claim #	Amount claimed	Date filed	Re-Leaf Landscaping, LLC (100431268)	1	\$78.00	05/12/2020	<p>Check box for document to which the motion relates</p> <p>Select the appropriate event(s) to which your event relates:</p> <p><input type="checkbox"/> 05/12/2020 Commencement of Case . (ThompsonTest, Jeff)</p> <p><input checked="" type="checkbox"/> 05/12/2020 1 Motion Filed by Debtor Callie Fleur (ThompsonTest, Jeff)</p> <p>Next Clear</p>
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<p>11</p>	<ul style="list-style-type: none"> Click "Browse..." to attach motion in PDF format Select "Yes" radio button to attach redacted document <p>Include the redacted document as a separate PDF by selecting Yes below and following the instructions on the next screen.</p> <p>File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename: []</p> <p>Browse... Motion to Redact.pdf</p> <p>Attachments to Document:</p> <p>If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Next Clear</p>														

<p>12</p>	<ul style="list-style-type: none"> ● Click “Browse...” to select redacted document in PDF form ● Add “Redacted [docket text of original document without previous filing or modification information]” ● Click “Add to List” button (document will appear in list box) <p>Select one or more attachments.</p> <p>1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 1) Select the PDF document that contains the attachment.</p> <p>Filename</p> <p>Browse... I am redacted.pdf</p> <hr/> <p>2) Fill in the fields below.</p> <p>Category and/or Description</p> <p>Redacted XYZ</p> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</p> <p>Add to List</p> <p>Remove from List</p> <p>Next</p> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</p> <p>C:\fakepath\I am redacted.pdf</p> <p>Add to List</p> <p>Remove from List</p>
<p>13</p>	<p>Edit docket text if necessary</p> <p>Docket Text: Modify as Appropriate.</p> <p>Motion to Redact Fee Amount \$25 Filed by Debtor Callie Fleur Re:[1] Motion Filed by Debtor Callie Fleur (ThompsonTest, Jeff) filed by Debtor Callie Fleur (Attachments: # (1) Redacted XYZ) (Attorney, Jeff)</p> <p>Next Clear</p>
<p>14</p>	<p>Review docket text and submit</p> <p>Docket Text: Final Text</p> <p>Motion to Redact Fee Amount \$25 Filed by Debtor Callie Fleur Re:[1] Motion Filed by Debtor Callie Fleur (ThompsonTest, Jeff) filed by Debtor Callie Fleur (Attachments: # (1) Redacted XYZ) (Attorney, Jeff)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <p>Next Clear</p>