

Redaction Policy

The Clerk's Office can restrict a document containing personal identifiers (listed below) without the filing of a motion:

- *Social Security or taxpayer-ID number
- *Birth date
- *Name of an individual identified as a minor
- *Financial account number

A redaction request for information other than the four items listed above requires a "Motion to Redact Information Other Than Personal Data Identifiers."

Bankruptcy > Motions > Redact Information Other Than Personal Data Identifiers, Motion to

Electronically Filed Pleadings

Filer Initiates Redaction Request (via telephone)

- ▶ Verify the document contains personal identifiers (listed above).
- ▶ Instruct the party to file a redacted duplication of the previously filed document.
- ▶ After redacted document is filed, filer should notify the Clerk's Office at the appropriate email address, listed below, that the document has been filed.

Atlanta Division - GANB-ATLA_Amendments@ganb.uscourts.gov

Gainesville Division - GANB-GAIN_Amendments@ganb.uscourts.gov

Newnan Division - GANB-NEWN_Amendments@ganb.uscourts.gov

Rome Division - GANB-ROME_Amendments@ganb.uscourts.gov

- ▶ Create non-public entry identifying the party filer and the personal identifiers to be redacted.
- ▶ When the Clerk's office receives the email notification of the filed redacted document, ensure the personal identifiers have been redacted from the document. (Refer to the non-public entry for redaction information).
- ▶ Restrict the original document. (See page 4 for instructions on restricting a document).
- ▶ Modify the original entry to state "See Doc # ____ for redacted ____ (name of pleading, i.e, Payment Advices).

Clerk's Office Initiates Contact with Party Filer Regarding Personal Identifiers

- ▶ Notify the filer of the personal identifiers that appear in the filed document.
- ▶ Ask the filer how they would like to proceed:
 - Does filer wish to submit redacted document?

No, Filer does not want to redact pleading or unable to contact party filer

Make one of the following nonpublic entries:

*Document contains personal identifiers, contacted party filer. Declined to redact document .

*Document contains personal identifiers, unable to contact party filer by phone.

Yes, Filer does want to redact pleading

- ◆ Instruct the party to file a redacted duplication of the previously filed document.
- ◆ After redacted document is filed, filer should notify the Clerk's Office at the appropriate email address, listed below, that the document has been filed.

Atlanta Division - GANB-ATLA_Amendments@ganb.uscourts.gov

Gainesville Division - GANB-GAIN_Amendments@ganb.uscourts.gov

Newnan Division - GANB-NEWN_Amendments@ganb.uscourts.gov

Rome Division - GANB-ROME_Amendments@ganb.uscourts.gov

- ◆ Create non-public entry identifying the party filer and the personal identifiers to be redacted.
- ◆ When the Clerk's office receives the email notification of the filed redacted document, ensure the personal identifiers have been redacted from the document. (Refer to the non-public entry for redaction information).
- ◆ Restrict the original document. (See page 4 for instructions on restricting a document).
- ◆ Modify the original entry to state "See Doc #____ for redacted _____ (name of pleading, i.e, Payment Advices).

Paper Documents

Filing Document In Person (Pro Se Debtor)

- ▶ If personal identifiers are detected at the time of filing, notify the filer of the personal identifiers and ask the filer if they wish to redact them;
If **No**, process case and make a non-public entry - Filer Notified; declined to redact document.
If **Yes**, have them to mark through the personal identifiers and initial the change(s) before leaving the Clerk's office .

Document Received Through Mail or by Courier

Clerk's Office Initiates Contact with Party Filer Regarding Personal Identifiers

- ▶ Notify the filer of the personal identifiers that appear in the document received.
- ▶ Ask the filer how they would like to proceed:
 - Does filer wish to submit redacted document?

No, Filer does not want to redact pleading or unable to contact party filer

- ▶ Docket the documents with the personal information and/or SSN.
- ▶ Make one of the following nonpublic entries:
 - *Document contains personal identifiers, contacted party filer. Declined to redact document .
 - *Document contains personal identifiers, unable to contact party filer by phone.

Yes, Filer does want to redact pleading

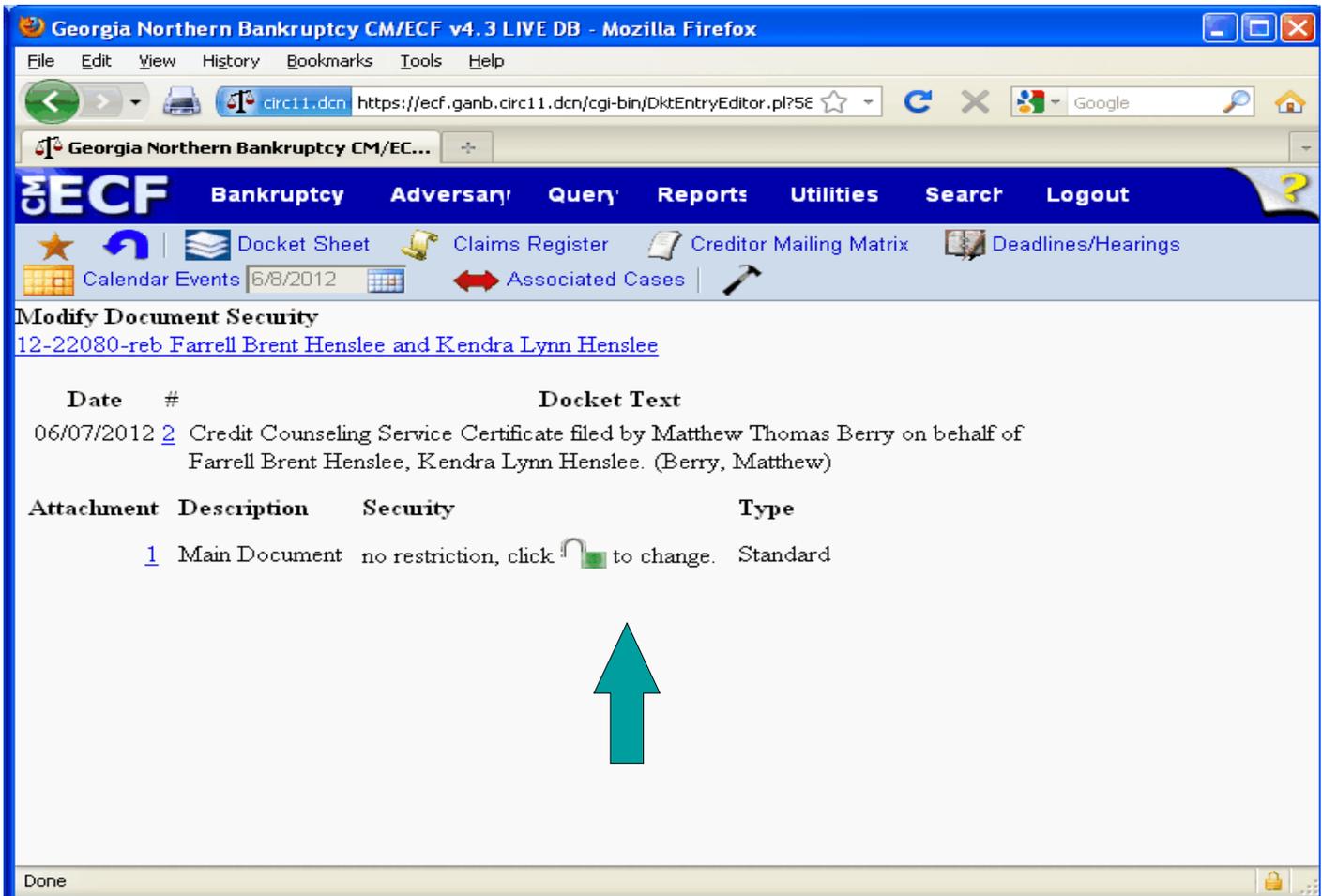
- *Return document containing personal identifiers (prior to returning any document check for any critical deadlines; i.e, Objection to Discharge date, Last Date to File Proof of Claims, etc.).
- *Filer will redact personal identifiers and resubmit.

Filer initiates Redaction Request:

- ▶ Verify the document contains personal identifiers (listed above).
- ▶ Instruct the party to submit a redacted duplication of the previously filed document.
- ▶ Create non-public entry identifying the party filer and the personal identifiers to be redacted.
- ▶ When the Clerk's office receives the redacted document, ensure the personal identifiers have been redacted from the document. (Refer to the non-public entry for redaction information).
- ▶ Restrict the original document. (See page 4 for instructions on restricting a document).
- ▶ Modify the original entry to state "See Doc #____ for redacted _____ (name of pleading, i.e, Payment Advices).

Procedure for restricting the original document containing personal identifiers:

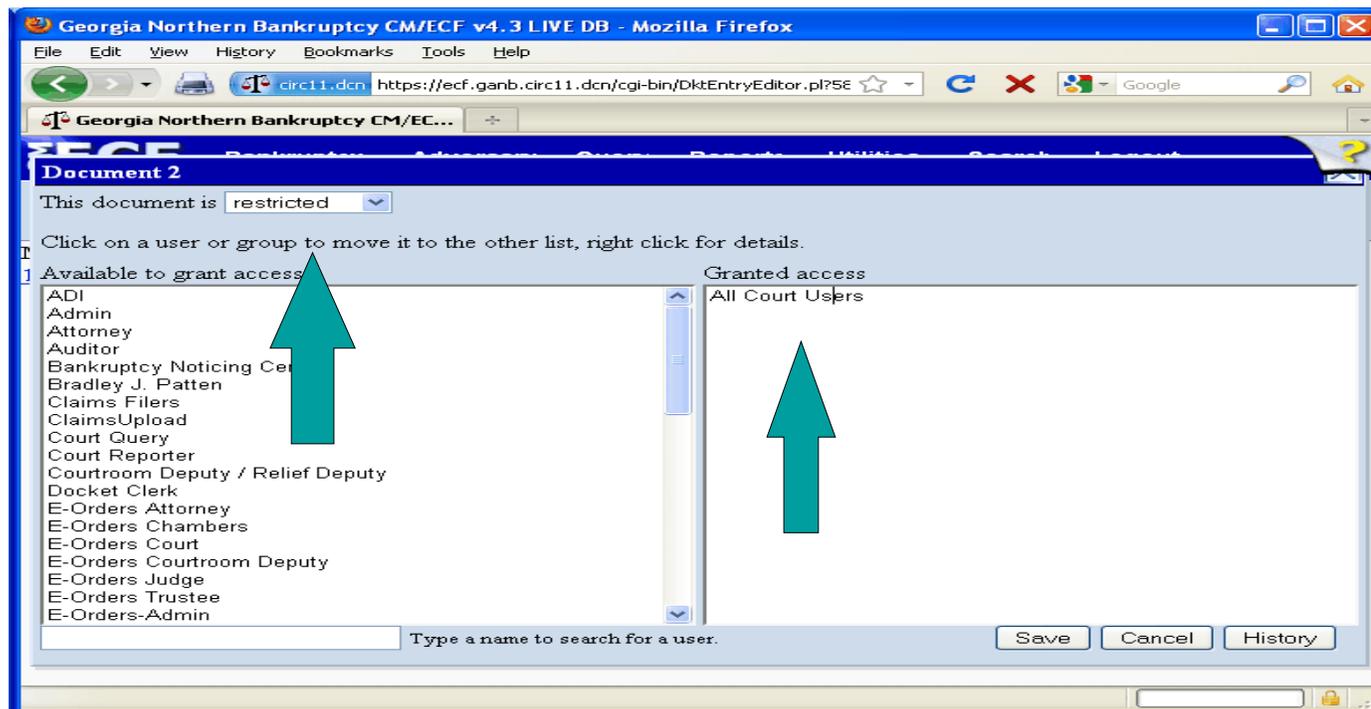
- Bankruptcy> Utilities
- Edit Docket Entries
- Enter Case Number
- Select document to restrict
- Select Modify the security of a document
- Click Submit
- Click on Green Lock icon



Change the “unrestricted” to “restricted”

The screenshot shows a web browser window titled "Georgia Northern Bankruptcy CM/ECF v4.3 LIVE DB - Mozilla Firefox". The address bar shows the URL "https://ecf.ganb.circ11.dcn/cgi-bin/DktEntryEditor.pl?583945946977589-1_1-1". The page header includes navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the header is a secondary navigation bar with icons for "Docket Sheet", "Claims Register", "Creditor Mailing Matrix", "Deadlines/Hearings", and "Calendar Events" (showing 6/6/2012). The main content area is titled "Modify Document Security" and shows a docket entry for "12-22080-reb Farrell Brent Henslee and Kendra Lynn Henslee". The entry details include a date of "06/07/2012" and a description: "Credit Counseling Service Certificate filed by Matthew Thomas Berry on behalf of Farrell Brent Henslee, Kendra Lynn Henslee. (Berry, Matthew)". A modal dialog box titled "Document 2" is open, displaying a table with columns "Attachment", "Description", and "Security". The table contains one row: "1 Main Document no restr". To the right of this row, a text label reads "This document is" followed by a dropdown menu currently set to "unrestricted". A large green arrow points upwards to the dropdown menu. At the bottom of the dialog box are three buttons: "Save", "Cancel", and "History".

Screen will show document restricted. Granted access will state All Court Users.



**To make a non-public entry:

1. Bankruptcy
2. Court Events
3. Non-Public Entry

File a Court document

[09-64422-crm Jeffery Paul Thrutchley and Elizabeth Fears Thrutchley](#)
Chapter: 7 v

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Meeting of Creditors Held but Continued	Non Public Entry
Meeting of Creditors Not Held - Continued	
Meeting of Creditors Reset - Ch. 13	
Meeting of Creditors Reset - Ch. 7	
Meeting of Creditors Reset Other Than Failure to Appear	
Missing Documents Due	
Non Public Entry	
Notice Deficient Filing Regarding Bankruptcy Petition	
Notice Rescheduling 341 Meeting and Confirmation Hearing	
Notice Setting Deadline to File Proofs of Claim	
Notice of 341 Meeting Continued	
Notice of Appointment of Trustee w/341 mtg. Info	
Notice of Correction	
Notice of Debtor(s) Request for Chapter 7 Dismissal	
Notice of Deficiency	
Notice of Deficiency - Filing Fee (10 day - Ch. 7)	