

United States Bankruptcy Court Memorandum

To: Attorneys for the Debtor

From: U.S. Bankruptcy Court
Clerk's Office

Date: May 31, 2007

Subject: Redaction of Social Security Number

In compliance with the Judicial Conference of the United States privacy policy of July 2003, the redaction of a debtor(s) Social Security Number is required on all documents filed with the court except for official Form 21. In addition, the Federal Rules of Bankruptcy Procedure, Rule 1005, requires only the last four digits of the Social Security Number be included in the caption of the petition as a part of the title of the case. Form 21, which contains the debtor(s) full Social Security Number, is to be filed using the appropriate event code to ensure that this information is not listed as a public entry and therefore viewable by all persons.

Recently, there have been several instances when Form 21 has been filed as an attachment with conversion documents, enabling the public to view the debtor(s) entire Social Security Number. To ensure that there is no violation of the Judicial Conference privacy policy, which could subject your client(s) to identity theft, please take time to confirm that FORM 21 is filed using the appropriate event code "**statement of social security number**." This event code is a private entry and the PDF is not viewable by anyone except the court. Thank you for your assistance.