

Rule 123

COVER SHEET; PRIVACY POLICY REGARDING PERSONAL IDENTIFIERS

- (a) **Cover Sheet Required.** A party that files a case must submit a cover sheet with the initial pleading or complete the information required for electronically filing a new case. The judicial administrator may exclude categories of cases from this requirement. The cover sheet must be in substantial compliance with the forms located on the judicial council website. The following rules apply:
- (1) **Cover Sheet Handling.** The cover sheet:
 - (A) must not be retained in the case file;
 - (B) is not subject to Rule 108; and
 - (C) may be shredded or otherwise destroyed within a reasonable time after the case is entered into the case information system.
 - (2) **Confidential Information.** Social security numbers and birth dates supplied on a cover sheet or for electronic filing are confidential and may not be disclosed to the public.
 - (3) **Divorce, Child Custody, Child Support, and Maintenance Cases.** In an action for divorce, child custody, child support, or maintenance, the cover sheet or electronic filing information must include, if known, social security numbers and birth dates for the parties and the parties' children.
- (b) **Exclusion of Personal Identifiers from Documents.** Unless otherwise required by law or court order, parties and their attorneys must not include—or must partially redact when inclusion is necessary—the following personal identifiers from all documents and accompanying exhibits filed with the court:
- (1) **Social Security Number.** If an individual's social security number must be included in a pleading, only the last four digits should be used.
 - (2) **Birth Date.** If an individual's birth date must be included in a pleading, only the year should be used.
 - (3) **Financial Account Number.** If a financial account number is relevant, only the last four digits of the number should be used.
- (c) **Clerk Does Not Review Document for Personal Identifiers.** A party and the party's attorney are solely responsible for redacting personal identifiers. The clerk will not review a document for compliance with this rule.

[History: New rule effective July 1, 2005; Am. effective September 8, 2006; Restyled rule and amended effective July 1, 2012; Am. (a) and (b) effective November 18, 2016.]