

## **PRIVACY POLICY PROVISIONS EFFECTIVE DECEMBER 1, 2003**

**The Judicial Conference policy on privacy and public access states that personal identifiers such as Social Security numbers of individuals be redacted to the last four digits of the number on petitions and/or documents filed with the court.**

**As amended, Bankruptcy Rule 1005 requires that the petition contain only the last four digits of individual debtors' Social Security numbers. Amendments to Rule 1007 will require debtors to submit a verified statement containing the full nine-digit number. The new Statement of Social Security Number will not be filed in the case or become part of the case file available to the public at the court or over the Internet. Debtors will still be required to provide any other taxpayer identification numbers in full, because numbers such as an Employer Identification Number (EIN) do not implicate individual privacy.**

**Creditors, Trustees, U.S. Trustees and Bankruptcy Administrators will receive the full Social Security number on their copies of the 341 notices. Copies of these notices retained for the official court record will show only the last four digits of the number.**

**CM/ECF will be upgraded to comply with the new privacy provisions requirements. The Clerk's Office will not redact or otherwise correct a filed document. Attorneys should be in contact with bankruptcy software providers to inquire about updates to their document preparation software.**

**Any procedural changes or changes in forms anticipated by the US Bankruptcy Court, Western District of North Carolina, will be published via its website, and information will be available at the intake counters in Charlotte and Asheville.**