

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**ANNOUNCEMENT REGARDING ELECTRONIC
AVAILABILITY OF CASE FILE INFORMATION**

The Office of the Clerk is accepting electronically filed pleadings and documents and is also imaging paper documents that are filed. The content of these pleadings and documents are available on the court's Internet website to any subscriber to the WEBPACER system. As a result, anyone with a login to WEBPACER will be able to read, download, store or print the full content of the electronically filed or imaged documents. Documents that have been sealed or otherwise restricted by court order will not be accessible on the Internet.

You should carefully consider whether certain types of sensitive information be included in any document you file with the court and include such information only when necessary and relevant to the case. If it is necessary to include sensitive information, then certain personal and identifying information such as financial account numbers, dates of birth, social security numbers and names of minor children should not be included.

In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

Attorneys are urged to share this information with all clients so that the clients can make an informed decision about including or excluding sensitive or personal information. The Clerk's Office will not be responsible for redacting Social Security numbers and other personal identifiers such as dates of birth, financial account numbers and names of minor children in documents filed with the court.

Persons filing bankruptcy are required to provide their full social security number or tax identification number. Effective December 1, 2003, individuals (natural persons only, does not include corporations, partnerships, limited liability companies or other business entities) filing bankruptcy will place only the last four digits of their social security number on the bankruptcy petition. Individuals are required to submit with the bankruptcy petition, a separate Statement of Social Security Number(s) in which their full social security number is required. This Statement of Social Security Number(s) will not be filed and will not be included in the case file available to the public. If an individual debtor mistakenly places his or her full social security number on the bankruptcy petition, the Clerk's Office is not responsible for redacting the full number and the petition with the full social security number will be included in the case file.

Employee identification numbers or any other federal tax identification numbers are required to be listed on the bankruptcy petition in full.

An individual debtor's full social security number will only be provided in the Notice of the Meeting of Creditors which is mailed to the creditors and the trustee. All subsequent notices will either include only the last four digits of the social security number or no number at all.

After December 1, 2003, creditors should not include the full social security number of the individual debtor or any other individual, including themselves, in papers filed with the bankruptcy court, to include proofs of claim.

Records accessed through the bankruptcy court's public access systems will either provide only the last four digits of the individual debtor's social security number or none at all. However, users who already possess the full social security number of an individual debtor may make a query of the bankruptcy court case records using that full number. Bankruptcy court employees will not provide the full social security number of an individual debtor in response to inquiries.