

Procedure for Attorneys Filing Redactions

To prepare for the upcoming rule changes effective Dec 1, 2019, ALMB has already incorporated the rule change into our local rules. This will affect the filing process for the Motion to Redact. In the future, all motions to redact should include:

- a. The motion itself
- b. The proposed redacted document *filed as an attachment to the motion*
 - i. The proposed document must be an exact copy of the original document with the personal identifiers blacked out.
 - A. These are the personal identifiers that **must be redacted**:
 - (i) all but the last four of a person's social security number or taxpayer identification number
(ex: ██████-6532)
 - (ii) all but the year of an individual's birth
(ex: ██████ 1995)
 - (iii) all but a minor child's initials
(ex: T█████ H█████)
 - (iv) all but the last four digits of a finance account number, unless the account number identifies property that is the subject of forfeiture in a forfeiture proceeding
(ex: bank account # ██████████ 3218)
- c. The docket or proof of claim number of the previously filed document
- d. A certificate of service showing both the motion and the attachment have been served on the debtor, debtor's attorney, trustee, BA, the filer of the unredacted document, and any individual whose personal identifying information is to be redacted.
 - i. To ensure your certificate of service is sufficient, *be sure to state clearly that the motion and the attachment have been served* on the necessary parties.

If the document does not contain all the required documentation, the motion will receive a submission error. The filer will have seven days to correct the error.