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GENERAL ORDER 11-38

USE OF CONFIDENTIAL INFORMATION IN CIVIL DIVISION AND FAMILY DIVISION CASES

Pursuant to Supreme Court Rule 138, in all documents filed in Civil or Family Division cases, the parties shall refrain from including or shall redact where inclusion is necessary, all Personal Confidential Information, including in all exhibits attached to such documents.

Personal Confidential Information shall include the following:

1. Social Security Numbers: If a person's social security number must be included, only the last four digits of the number shall be used.
2. Dates of Birth: If a person's date of birth must be included, only the year should be used.
3. Financial Account Numbers: If a person's financial account numbers are relevant, only the last four digits shall be used.

If a party is required to or wishes to file a document containing the personal information listed above, the party shall file a redacted version in the court file and shall file a Notice of Filing of Confidential Information Within Court Filing, which shall be substantially the same form as attached **Exhibit A**, and which shall specify which information is redacted on which page of the document filed.

The Clerk of the Circuit Court shall file all such Notice of Filing of Confidential Information as an impounded document which shall be accessible only by order of court.

Effective January 1, 2012

Entered this 19th day of December, 2011.

FILED


 F. Keith Brown,
 Acting Chief Judge

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 PROBATE SEYLLER
 CLERK
 COURT CLERK
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