

## **Rule 5005-1**

### **Filing of Papers**

**(a) Discovery Materials Must Not Be Filed.** Discovery material – including notices of deposition, transcripts of depositions, interrogatories, answers to interrogatories, requests for production or inspection, and responses to those requests – should not be filed with the court. If any discovery material is needed in connection with a pretrial matter, the relevant portions thereof should be submitted to the court as an exhibit to a motion or response thereto. Any discovery material needed at trial should be introduced as provided in the Federal Rules of Civil Procedure, the Federal Rules of Evidence, and the Federal Rules of Bankruptcy Procedure.

**(b) Judicial Conference Policy Regarding Public Access to Electronic Case Files.** In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also promoting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

**(1) Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

**(2) Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On schedule I of Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (e.g., son, age 6).

**(3) Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.

**(4) Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used. On schedules D, E, and F of Official Bankruptcy Form 6, debtors, if they chose, may include their full account numbers to assist the trustee and creditors.