



SIGNED this 15th day of November 2004.

 Larry E. Kelly Chief United States Bankruptcy Judge	 Leif M. Clark United States Bankruptcy Judge
 Ronald B. King United States Bankruptcy Judge	 Frank R. Monroe United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS

AMENDED STANDING ORDER
REGARDING PRIVACY RELATED RULES

Effective November 15, 2004, the following procedures will apply to all documents filed in the Western District of Texas.

1. Official Form 21, Statement of Social Security Number(s):

A. Paper Submission: Voluntary petitions submitted in paper format must be accompanied by Form 21, Statement of Social Security Number. If the required statement is not submitted at the time of the filing of the voluntary petition, the case is subject to dismissal unless the same statement is submitted in the required format no later than one (1) business day after the filing of the petition.

B. Electronic Submission: When filing a new case electronically, the filing attorney shall provide the full nine digit social security number in the case opening screen, or if using case upload software, the “debtor.txt” file should continue to contain the full social security

number. Form 21, Statement of Social Security Number, shall not be filed electronically.

Electronic filers shall submit this document in paper format to the clerk within five (5) business days after the filing of the petition. Failure to submit the required statement within the time prescribed may result in the case being dismissed or other appropriate sanction.

2. Amended Form 21, Statement of Social Security Number: The debtor shall service all creditors copies of any amended Statement of Social Security Number. The debtor shall provide proof of service by filing a certificate of service indicating notice of the amended statement. The form of service shall comply with Local Rule 9013(f).

3. Wage Claims: Wage claimants shall provide the trustee with their full social security number by including it in the copy of the proof of claim that is served on the trustee pursuant to Local Rule 3002(a).

4. Personal Data Identifiers in All Documents and Pleadings: 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 protecting 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, except with regard to Form 21, Statement of Social Security Number, as stated above. This includes exhibits, 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.

A. Social Security Numbers: If an individual's social security number must be included in a pleading, including the voluntary petition, only the last four digits of that number should be used.

B. 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 (i.e., son, age 6).

C. 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.

D. 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 Forms 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.

In compliance with amendments to the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may:

(a) file an unredacted document under seal. The sealed document must be filed in a manner that is in compliance with Local Rule 9018(a). This document shall be retained by the court as part of the record. or::

(b) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be

amended as of right. The sealed reference list must be filed in a manner that is in compliance with Local Rule 9018(a). It shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with this rule.

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