

## INSTRUCTIONS & NOTICE OF REDACTED FILING POLICIES

### “Confidential Personal Identifiers Contained in Filing Financial Disclosure Form”

#### **Who is responsible for redacting documents filed with the Court?**

Pursuant to Ohio Rule of Superintendence 45(D)(1) and 45(D)(3), it is the responsibility of the filing party to omit or redact personal identifiers from case documents.

“Personal identifiers” means social security numbers, except the last four (4) digits; financial account numbers, except the last four (4) digits including but not limited to debit card, and credit card numbers; employer and employee identification numbers; and dates of birth. See, Rule 44(H) of the Rules of Superintendence for the Courts of Ohio.

The Juvenile Court also allows you to omit or redact your personal address in cases where filing party alleges safety concerns due to alleged and/or substantiated domestic violence.

**\*PLEASE NOTE\***: The Court is not required to review the document, or any existing case documents, to confirm that the attorney or filing party has redacted personal identifiers, or otherwise sensitive information.

For additional information regarding conventional and electronic document submissions, see the Rules of Superintendence for the Courts of Ohio.

#### **What is the recommended method for redacting personal identifiers?**

The Court does not endorse any specific method for redacting personal identifiers; the responsibility for redacting personal identifiers rests solely with the parties or agencies filing documents with the Court.

Parties may omit and/or redact by doing either of the following:

- (1) Pursuant to Ohio Rule of Superintendence 45(D)(2), when personal identifiers are redacted/omitted from a document submitted to the Court, the attorney or filing party shall submit or file that information on a separate “Confidential Personal Identifiers Contained in Filing;” or,
- (2) Provide two (2) versions of your filing – the first being the unredacted form, and the second being the redacted copy. Please also include a cover sheet informing the Clerk’s Office with specific instructions regarding how you wish to file the documents.

**IN THE COURT OF COMMON PLEAS  
CUYAHOGA COUNTY, JUVENILE DIVISION**

IN THE MATTER OF:  
\_\_\_\_\_

CASE NO. \_\_\_\_\_

JUDGE: \_\_\_\_\_

CONFIDENTIAL PERSONAL  
IDENTIFIERS CONTAINED IN FILING

**COMPLETE PERSONAL  
IDENTIFIER**

**CORRESPONDING  
REFERENCE**

**LOCATION**

*Use this column to list the personal identifiers that have been redacted from the document that is to be placed in the case file.*

*Use this column to list the reference or abbreviation that will refer to the corresponding complete personal identifier.*

*Use this column to identify the document or documents where the reference appears in place of the personal identifier.*

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date