

# Notice to Clerk Regarding Personally Identifiable Information Found

When reviewing filings submitted by *other* parties, individuals may occasionally identify personally identifiable information (PII) within a document that does not comply with the redaction requirements set forth in Fed. R. Bankr. P. 9037(a). To notify the court of this issue, users should follow the steps outlined below.

The resulting text-only docket entry will be restricted from public access upon filing and will be not viewable by the public. Court staff will review the entry and take appropriate next steps, which may include restricting the identified document(s) from public access and notifying the original filer so they must proceed with filing a motion to redact.


When filing a notice regarding PII, users must select the appropriate CM/ECF event based on where the information appears:

- If the PII is found within a document filed on the case docket, use the event “Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document”.
- If the PII is found within a proof of claim on the claims register, use the event “Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register”.

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## Docketing Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document

1. CM/ECF > Bankruptcy	
2. Post-Petition Events > Notices	<p><b>Post-Petition Events</b></p> <p><a href="#">Add creditor to matrix</a></p> <p><a href="#">Appeals (bankruptcy)</a></p> <p><a href="#">Applications (bankruptcy)</a></p> <p><a href="#">Conversions</a></p> <p><a href="#">Debtor Certifications</a></p> <p><a href="#">Motions (bankruptcy)</a></p> <p><a href="#">Motions (Chapter 11 First Day Only)</a></p> <p><b><a href="#">Notices (bankruptcy)</a></b></p> <p><a href="#">Other Case Events</a></p> <p><a href="#">Plan/Disclosure Statement</a></p> <p><a href="#">Response/Objection</a></p> <p><a href="#">InBox (new) Call Before Use</a></p>
3. Select Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document.  Click Next.	<p><b>Available Events</b> (click to select events)</p> <p>Notice of court's intent to communicate with foreign court/foreign representatives</p> <p>Notice of final cure payment (Trustee and debtor only)</p> <p>Notice of foreign representative's intent to commence case</p> <p>Notice of hearing continued indefinitely</p> <p>Notice of hearing on certain attorney fee arrangements</p> <p>Notice of intent to communicate with foreign court/foreign representative</p> <p>Notice of intention of clerk to communicate</p> <p>Notice of intention to seek expedited hearing (Ch 11 only)</p> <p>Notice of no objection</p> <p>Notice of override of preferred address 342(e)</p> <p>Notice of petition for recognition of foreign proceeding</p> <p>Notice of rescheduled hearing</p> <p><del>Notice to Abandon or Dispose of Property Containing Hazardous Substances</del></p> <p><b>Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document</b></p> <p><del>Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register</del></p> <p>Withdrawal of notice of appearance</p> <p><b>Next</b> Clear</p>
4. Please enter the PII found and the page(s) containing the PII.  For example, a filer could enter "social security number on top of page 7".  Click Next.	<p>Please enter the PII found and the page(s) containing the PII. For example, a filer could enter <i>social security number on top of page 7</i>.</p> <p><input type="text"/></p> <p><b>Next</b> Clear</p>

5. Select which document contains the PII.

Please enter separate entries for more than one document.

Click Next.

**Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document - T**

Select the appropriate event(s) to which your event relates:

- ☐ 05/29/2025 [1](#) Chapter 7 Voluntary Petition for Individuals re: Justin Case. Fee Amount \$338.00. (Attorney, Uno)
- ☐ 05/29/2025 [2](#) Creditor Matrix. (Attorney, Uno)
- ☐ 05/29/2025 [3](#) Amended Schedule(s) filed by Justin Case: Summary of Assets and Liabilities, C, D, E/F, Verification by Debtor, Proof of Service, Summary of Amendments (Local Form 1009-1) if REQUIRED. Fee Amount \$34.00. Creditor(s) added to the case: Add Creditor Name Here, Additional Creditors Listed. (Attorney, Uno)
- ☐ 05/29/2025 Added creditor to matrix re: [1](#) Chapter 7 Voluntary Petition. Creditor(s) added to the case: Already Listed Creditor. (Attorney, Uno)
- ☐ 05/29/2025 [4](#) Clerk's notice of fees due. Amount due: 34.00. (KRG)
- ☐ 05/29/2025 [5](#) Order Regarding Notice of Amended Schedule. (KRG)
- ☐ 07/10/2025 Added creditor to matrix re: [1](#) Chapter 7 Voluntary Petition . Creditor(s) added to the case: ADDING PREVIOUSLY LISTED CREDITOR. (KRG)
- ☐ 07/14/2025 [6](#) Notice of appearance and request for notice filed by Justin Case and Uno X. Attorney. Proof of Service. (Attorney, Uno)
- ☐ 07/14/2025 [7](#) Withdrawal of notice of appearance re: [6](#) Notice of appearance) filed by Justin Case and Uno X. Attorney. (Attorney, Uno)

6. Click Next.

**Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document**

7. Verify docket text.

Click Next to docket.

**Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document - Trustee, One ( tr ) - Outside**


Docket Text: Final Text

**Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document. A non-filing party has brought forward the following information: social security number on page 7 of [1] Chapter 7 Voluntary Petition. (Trustee, One)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

**Have you redacted?**

## Docketing Notice to Clerk Regarding Personally Identifiable Information Found in Claims Register

1. CM/ECF > Bankruptcy	
2. Post-Petition Events > Notices	<div data-bbox="565 491 1101 1010"> <p><b>Post-Petition Events</b></p> <p><a href="#">Add creditor to matrix</a></p> <p><a href="#">Appeals (bankruptcy)</a></p> <p><a href="#">Applications (bankruptcy)</a></p> <p><a href="#">Conversions</a></p> <p><a href="#">Debtor Certifications</a></p> <p><a href="#">Motions (bankruptcy)</a></p> <p><a href="#">Motions (Chapter 11 First Day Only)</a></p> <p><b><a href="#">Notices (bankruptcy)</a></b></p> <p><a href="#">Other Case Events</a></p> <p><a href="#">Plan/Disclosure Statement</a></p> <p><a href="#">Response/Objection</a></p> <p><a href="#">InBox (new) Call Before Use</a></p> </div>
3. Select Notice to Clerk Regarding Found Personally Identifiable Information.  Click Next.	<div data-bbox="565 1054 1243 1451"> <p><b>Available Events</b> (click to select events)</p> <p>Notice of court's intent to communicate with foreign court/foreign representatives</p> <p>Notice of final cure payment (Trustee and debtor only)</p> <p>Notice of foreign representative's intent to commence case</p> <p>Notice of hearing continued indefinitely</p> <p>Notice of hearing on certain attorney fee arrangements</p> <p>Notice of intent to communicate with foreign court/foreign representative</p> <p>Notice of intention of clerk to communicate</p> <p>Notice of intention to seek expedited hearing (Ch 11 only)</p> <p>Notice of no objection</p> <p>Notice of override of preferred address 342(e)</p> <p>Notice of petition for recognition of foreign proceeding</p> <p>Notice of rescheduled hearing</p> <p>Notice to Abandon or Dispose of Property Containing Hazardous Substances</p> <p><b>Notice to Clerk Regarding Personally Identifiable Information Found in Filed Document</b></p> <p><b>Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register</b></p> <p>Withdrawal of notice of appearance</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>
4. Please enter the PII found and the page(s) containing the PII.  For example, a filer could enter "social security number on top of page 7".  Click Next.	<div data-bbox="565 1499 1243 1612"> <p>Please enter the PII found and the page(s) containing the PII. For example, a filer could enter <i>social security number on top of page 7</i>.</p> <p><input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>

5. Select which claim contains the PII.

Please enter separate entries for more than one claim.

Click Next.

Select claim(s) from list

Claims Selected:  
1

Creditor name	Claim #	Amount claimed	Date filed
Claims Register Creditor (62559548)	1	\$5,000.00	07/18/2025

Next Clear

6. Click Next.

Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register - Trustee, One ( tr ) - Outside

Next Clear

7. Verify docket text.

Click Next to docket.

Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register - Trustee, One ( tr ) - Outside

Docket Text: Final Text

Notice to Clerk Regarding Personally Identifiable Information Found on Claims Register. A non-filing party has brought forward the following information: social security number on top of page 7 of. (Trustee, One)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

Next Clear