

# Personal Identifiers

Federal Rule of Bankruptcy Procedure 9037(a) requires that certain personally identifiable information be redacted in an electronic or paper filing made with the court. Rule 9037(h) provides the procedure to file a motion to redact a previously filed document. Please note that the clerk’s office is not responsible for reviewing court filings to determine compliance with Rule 9037, but if the clerk’s office finds an improperly redacted document, the clerk’s office will restrict the improperly redacted document from public access and will docket a notice directing the filer to file a motion to redact the improperly redacted document.

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## Process Overview


1. When staff detect a personal identifier, the improperly redacted document will be restricted so that it is no longer publicly available. *See* Fed. R. Bankr. P. 9037(h)(2).
2. The clerk’s office will docket a notice to the filer that a motion to redact the document in question is required and a deadline of 7 days will be set.
3. The filing party must file a motion in compliance with Fed. R. Bankr. P. 9037(h)(1) and pay filing fee\*.
  - \* Please note that Rule 9037(h)(1) requires that the proposed redacted document be attached to the motion and imposes specific service requirements.
  - \* Fee subject to change**
4. The filing party must also file a new docket entry with the redacted copy of the document, using the appropriate event.
 

To follow this procedure, the redacted copy of the document is filed twice: once with the motion to redact a previously filed document and the second, with the new docket entry.

  - \* Please note that the clerk’s office will file a new docket entry for redacted petitions and complaints.
5. If the requested motion is not filed within the timeline, the clerk’s office will notify the presiding judge.
6. An order will be entered regarding the motion.
7. Additional action may be taken depending on what the order requires.

Motion to redact for personal identifier found in document

Minnesota Bankruptcy Court will issue a text-only notice to attorneys informing them that a personal identifier has been found in a filing and that further action needs to be taken. Upon receiving this notice, please take the following steps in response to the notice.

Personal identifier found in document	
<p>1. Here is the text only notice that will appear in the case with an improperly redacted document.</p> <p>Docket a motion to redact and redact the affected document.</p>	<div data-bbox="548 510 1344 636" style="border: 1px solid black; padding: 5px;"> <p>Notice of clerk re:<a href="#">285</a> Income Records of Debtor(s). The document submitted contains a personal identifier. A motion to redact the personal identifier must be filed and a redacted version of the document by 8/28/2023. See Fed. R. Bankr. P. 9037(h)(1) and <a href="http://mnb.uscourts.gov">mnb.uscourts.gov</a> for filing guidance (KRG) (Entered: 08/20/2023)</p> </div>
<p>2. CM/ECF &gt; Bankruptcy</p>	
<p>3. Post-Petition Events &gt; Motions</p>	<div data-bbox="548 951 974 1423" style="border: 1px solid black; padding: 5px;"> <p><b>Post-Petition Events</b></p> <ul style="list-style-type: none"> <li><a href="#">Add creditor to matrix</a></li> <li><a href="#">Appeals</a></li> <li><a href="#">Applications</a></li> <li><a href="#">Conversions</a></li> <li><a href="#">Debtor Certifications</a></li> <li style="border: 1px solid red;"><a href="#">Motions</a></li> <li><a href="#">Motions (Chapter 11 First Day Only)</a></li> <li><a href="#">Notices</a></li> <li><a href="#">Other Case Events</a></li> </ul> </div>
<p>4. Enter case number</p> <p>Click Next.</p>	<div data-bbox="548 1467 1161 1885" style="border: 1px solid black; padding: 5px;"> <p><b>File a Motion</b></p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>Case Number</b></p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p><input style="border: 1px solid red;" type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>

5. Select Motion to Redact a Previously Filed Document.

Click Next.

**Available Events** (click to select events)

- Motion to File Amended Proof of Claim
- Motion to File Proof of Claim After Claim Bar Date
- Motion to Impose the Automatic Stay
- Motion to Intervene
- Motion to Limit Notice
- Motion to Prohibit Use of Cash Collateral
- Motion to Quash or Modify a Subpoena
- Motion to Reconsider Order Allowing or Disallowing Claim(s)
- Motion to Redact a Previously Filed Document**
- Motion to Redeem
- Motion to Remand
- Motion to Require the Trustee or Debtor to Abandon Property of the Estate
- Motion to Seal
- Motion to Sever a Claim
- Motion to Sever or Deconsolidate Chapter 11 Case
- Motion to Sever or Deconsolidate Chapter 12 Case

**Next** Clear

6. Select party.

Click Next.

**Motion to Redact a Previously Filed Document - KRG ( crt ) - Insi**

**Select the Party:**

CASE, TESTING A [Debtor 1]

Case, Testing II B [Debtor 2]

[Add/Create New Party](#)

(T) indicates a terminated party

**Next** Clear

7. Make appropriate selection.

Click Next.

**Motion to Redact a Previously Filed Document - KRG ( crt ) - Inside**

**Please indicate the type of motion you are filing:**

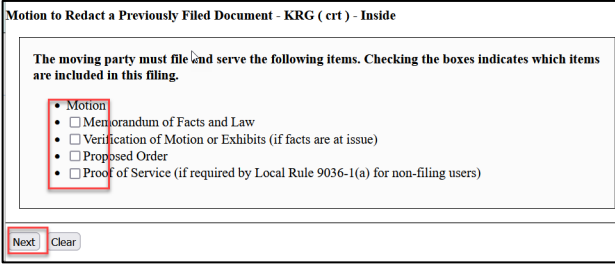
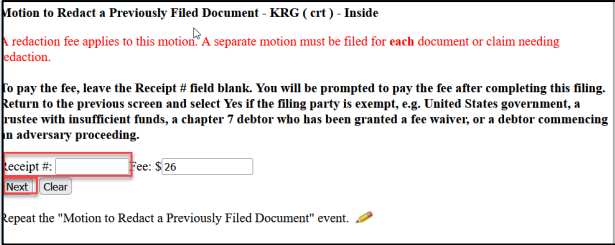
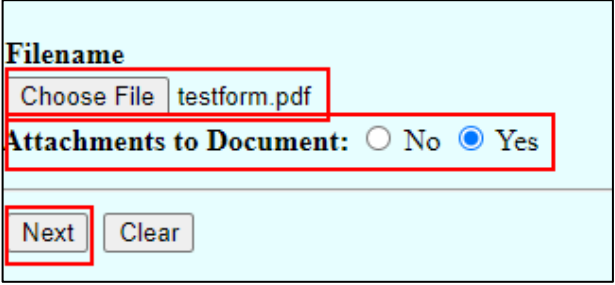
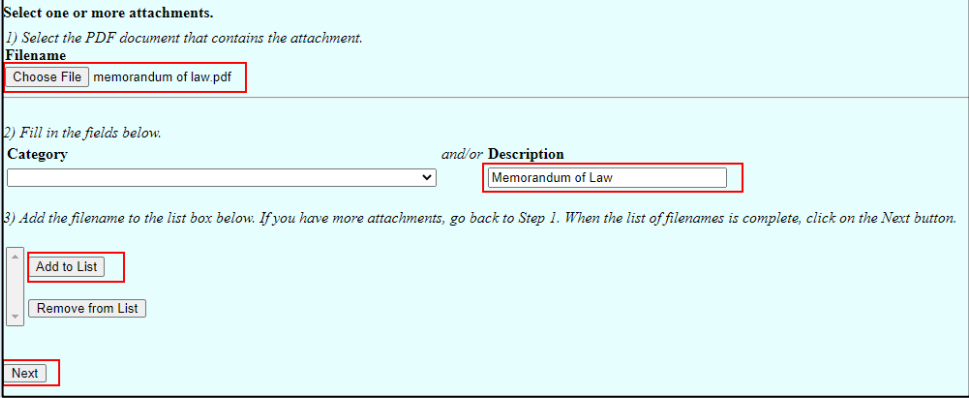
Initial

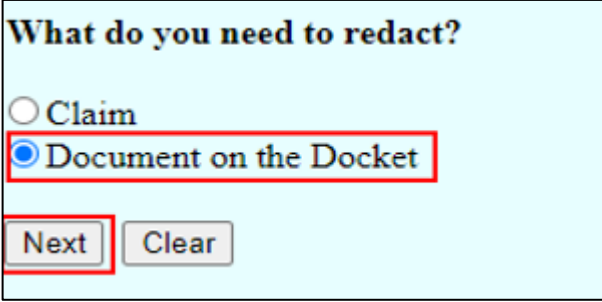
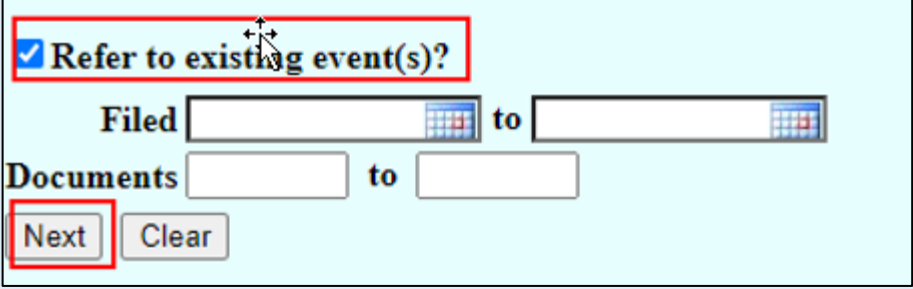
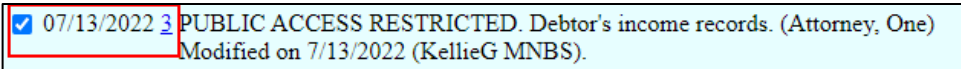
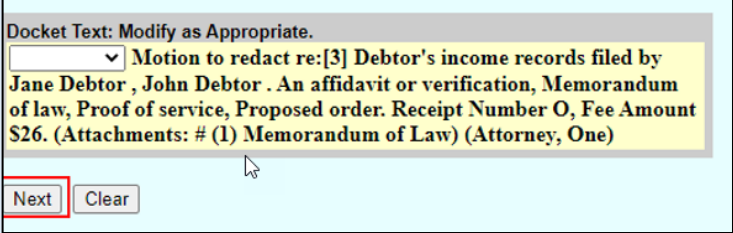
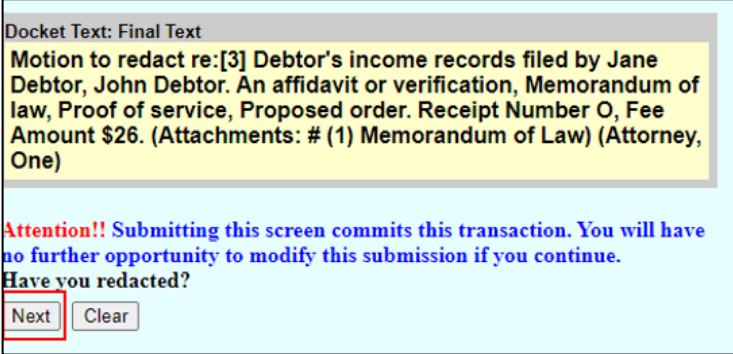
Amended

Expedited

**Next** Clear

Repeat the "Motion to Redact a Previously Filed Document" event. 🖋️

<p>8. Select the appropriate attachments.</p> <p>Click Next.</p>	
<p>9. Leave receipt field blank.</p> <p>Click Next.</p>	
<p>10. Select file. Add attachments in accordance with clerk’s office filing preference. Information can be found <a href="#">here</a>.</p> <p>Click Next</p>	
<p>11. Add additional attachments to document following clerks’ preference for filing.</p> <p>Please ensure that you are attaching to your motion the proposed redacted document to comply with Fed. R. Bankr. P. 9037(h)(1).</p> <p>Also, please consult the specific service requirements in Rule 9037(h)(1)(D).</p> <p>Click Next when completed.</p>	

<p>12. Select document.</p> <p>Click next.</p>	 <p><b>What do you need to redact?</b></p> <p><input type="radio"/> Claim</p> <p><input checked="" type="radio"/> Document on the Docket</p> <p>Next Clear</p>
<p>13. You will refer to an existing event. Review the entire docket, narrow down by filing dates or specific document numbers.</p> <p>Click Next.</p>	 <p><input checked="" type="checkbox"/> Refer to existing event(s)?</p> <p>Filed [ ] to [ ]</p> <p>Documents [ ] to [ ]</p> <p>Next Clear</p>
<p>14. Select the appropriate document.</p> <p>Click Next.</p>	 <p><input checked="" type="checkbox"/> 07/13/2022 3 PUBLIC ACCESS RESTRICTED. Debtor's income records. (Attorney, One) Modified on 7/13/2022 (KellieG MNBS).</p>
<p>15. If needed, make your selection from the motion drop down.</p> <p>Click Next.</p>	 <p>Docket Text: Modify as Appropriate.</p> <p>[ ] Motion to redact re:[3] Debtor's income records filed by Jane Debtor , John Debtor . An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Receipt Number O, Fee Amount \$26. (Attachments: # (1) Memorandum of Law) (Attorney, One)</p> <p>Next Clear</p>
<p>16. Verify docket text.</p> <p>Click Next to docket motion.</p>	 <p>Docket Text: Final Text</p> <p>Motion to redact re:[3] Debtor's income records filed by Jane Debtor, John Debtor. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Receipt Number O, Fee Amount \$26. (Attachments: # (1) Memorandum of Law) (Attorney, One)</p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p>Have you redacted?</p> <p>Next Clear</p>

17. Once the motion is docketed, docket the redacted document as normal. For example, docket the now properly redacted income records using the event Income Records of Debtor.

Remember to include any necessary certificate of service with the redacted document.

\* Please note that the clerk’s office will docket redacted petitions and complaints using the redacted version of the document attached to the motion to redact.

**Available Events (click to select events)**

- Disclosure of Compensation of Attorney for Debtor
- Federal Income Tax Return
- Income Records of Debtor(s)**
- Initial Statement About an Eviction Judgment
- List of Creditors Who Have the 20 Largest Unsecured Claims
- List of Equity Security Holders
- Payment Advices Coversheet
- Record of Debtors Interest in Education IRA Schedule(s)
- Statement About Payment of an Eviction Judgment
- Statement of Financial Affairs for Individuals Filing for Bankruptcy
- Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy
- Statement of Operations

Next Clear


Notice received for personal identifiers found in multiple docketed events

### Multiple documents affected

If you have received a notice for two or more docket entries where personal identifiers have been found, you must submit separate motions to redact for each docketed item along with a fee for each in compliance with Fed. R. Bankr. P. 9037(h)(1). Additionally, you must also re-file the redacted entries separately.

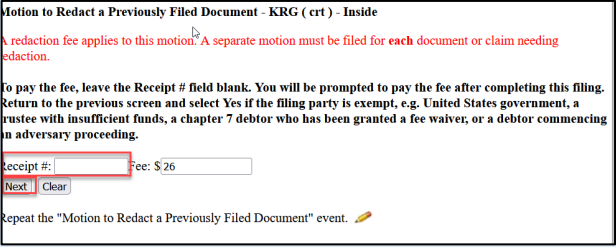
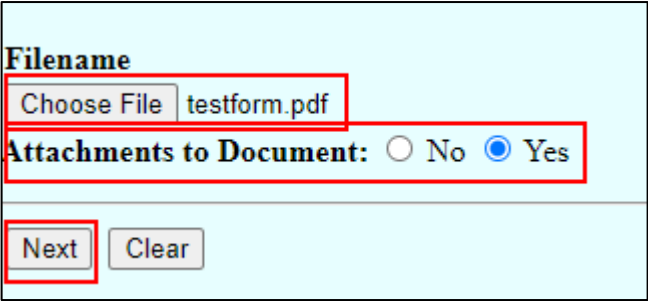
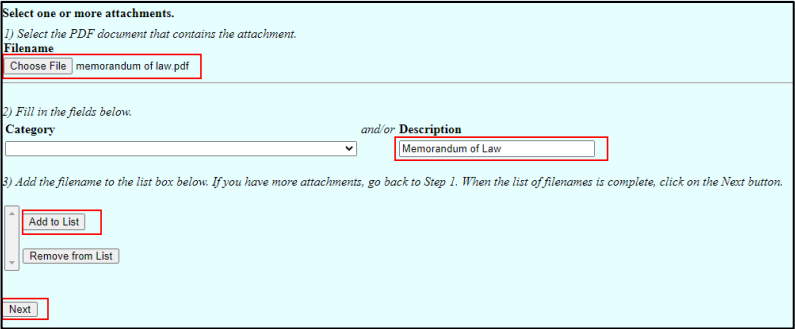
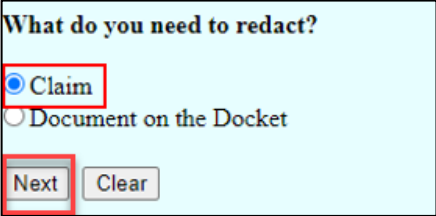
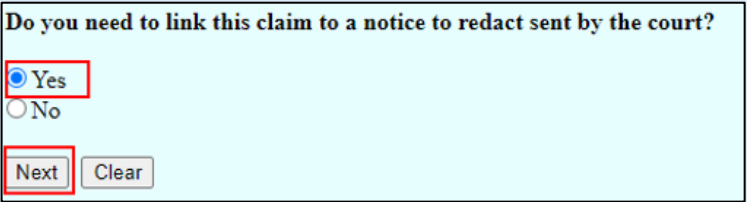
3	<b>PUBLIC ACCESS RESTRICTED. Debtor's income records.</b> (Attorney, One) Modified on 7/20/2022 (KellieG MNBS). (Entered: 07/13/2022)
4	<b>PUBLIC ACCESS RESTRICTED. Third party guaranty for payment</b> of attorney fees filed by Debtor 2 Jane Debtor, Debtor 1 John Debtor. (Attorney, One) Modified on 7/21/2022 (KellieG MNBS). (Entered: 07/13/2022)
	Notice of clerk re: <b>3 Debtor's income records, 4 Third party guaranty for payment</b> of attorney fees. The documents submitted contain personal identifiers. A separate motion to redact the personal identifier must be filed for each document containing a personal identifier and a redacted version of each document by 7/28/2022. See Fed. R. Bankr. P. 9037(h)(1) and <a href="http://mnb.uscourts.gov">mnb.uscourts.gov</a> for filing guidance. (KellieG MNBS) (Entered: 07/21/2022)
5 (1 pg)	Motion to redact re: <b>3 Debtor's income records</b> filed by Jane Debtor, John Debtor. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One) (Entered: 07/21/2022)
6 (1 pg)	Motion to redact re: <b>4 Third party guaranty for payment</b> of attorney fees filed by Jane Debtor, John Debtor. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One) (Entered: 07/21/2022)
7 (1 pg)	<b>Debtor's income records.</b> (Attorney, One) (Entered: 07/21/2022)
8 (1 pg)	<b>Third party guaranty for payment of attorney fees</b> filed by Debtor 2 Jane Debtor, Debtor 1 John Debtor. (Attorney, One) (Entered: 07/21/2022)

Motion to redact for personal identifier found in claim

Personal Identifier found in claim	
<p>1. Here is the text-only notice that will appear in the case with an improperly redacted claim.</p> <p>Redact the affected claim.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Notice of clerk re: Claim # 1. This claim contains a personal identifier. A motion to redact the personal identifier must be filed and a redacted version of the claim by 7/28/2022. See Fed. R. Bankr. P. 9037(h)(1) and <a href="http://mnb.uscourts.gov">mnb.uscourts.gov</a> for filing guidance . (KellieG MNBS) (Entered: 07/21/2022)</p> </div>
<p>2. CM/ECF &gt; Bankruptcy</p>	 <p>The screenshot shows the CM/ECF logo with a dropdown menu open, highlighting the 'Bankruptcy' option with a red box.</p>
<p>3. Post-Petition Events &gt; Motions</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Post-Petition Events</b></p> <ul style="list-style-type: none"> <li><a href="#">Add creditor to matrix</a></li> <li><a href="#">Appeals</a></li> <li><a href="#">Applications</a></li> <li><a href="#">Conversions</a></li> <li><a href="#">Debtor Certifications</a></li> <li style="border: 2px solid red; padding: 2px;"><a href="#">Motions</a></li> <li><a href="#">Motions (Chapter 11 First Day Only)</a></li> <li><a href="#">Notices</a></li> <li><a href="#">Other Case Events</a></li> </ul> </div>
<p>4. Enter case number</p> <p>Click Next.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>File a Motion</b></p> <p>Case Number</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; border-bottom: 2px solid yellow;"> <input style="width: 100%; height: 15px;" type="text"/> </div> <p style="margin-top: 10px;"> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="Next"/> <input style="padding: 2px 10px;" type="button" value="Clear"/> </p> </div>

<p>5. Select Motion to Redact</p> <p>Click Next.</p>	<p><b>Available Events</b> (click to select events)</p> <p>Motion to File Amended Proof of Claim                  Motion to File Proof of Claim After Claim Bar Date                  Motion to Impose the Automatic Stay                  Motion to Intervene                  Motion to Limit Notice                  Motion to Prohibit Use of Cash Collateral                  Motion to Quash or Modify a Subpoena                  Motion to Reconsider Order Allowing or Disallowing Claim(s)  <b>Motion to Redact a Previously Filed Document</b>                  Motion to Redeem                  Motion to Remand                  Motion to Require the Trustee or Debtor to Abandon Property of the Estate                  Motion to Seal                  Motion to Sever a Claim                  Motion to Sever or Deconsolidate Chapter 11 Case                  Motion to Sever or Deconsolidate Chapter 12 Case</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	
<p>6. Select party. If filing party is not listed, add/create party.</p> <p>Click Next.</p>	<p><b>MNB Motion to redact (fee) - Attorney, One ( aty ) - Outside</b></p> <p>Select the Party:</p> <p><input type="button" value="Example, Creditor [Creditor]"/> <a href="#">Add/Create New Party</a></p> <p>Debtor, Jane [Debtor 2]                  Debtor, John [Debtor 1]                  US Trustee, [U.S. Trustee]</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	
<p>7. Verify this is correct.</p> <p>Click Next.</p>	<p><b>MNB Motion to redact (fee) - Attorney, One ( aty ) - Outside</b></p> <p><b>IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</b></p> <p><input checked="" type="checkbox"/> Example, Creditor(cr:cr) represented by Attorney, One (aty)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	
<p>8. Select appropriate documents.</p> <p>Click Next.</p>	<p><b>Motion to Redact a Previously Filed Document - KRG ( crt ) - Inside</b></p> <p>The moving party must file and serve the following items. Checking the boxes indicates which items are included in this filing.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Motion</li> <li><input type="checkbox"/> Memorandum of Facts and Law</li> <li><input type="checkbox"/> Verification of Motion or Exhibits (if facts are at issue)</li> <li><input type="checkbox"/> Proposed Order</li> <li><input type="checkbox"/> Proof of Service (if required by Local Rule 9036-1(a) for non-filing users)</li> </ul> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	






<p>9. Leave receipt field blank.</p> <p>Click Next.</p>	 <p><b>Motion to Redact a Previously Filed Document - KRG ( crt ) - Inside</b>          A redaction fee applies to this motion. A separate motion must be filed for each document or claim needing redaction.          To pay the fee, leave the Receipt # field blank. You will be prompted to pay the fee after completing this filing. Return to the previous screen and select Yes if the filing party is exempt, e.g. United States government, a trustee with insufficient funds, a chapter 7 debtor who has been granted a fee waiver, or a debtor commencing an adversary proceeding.          Receipt #: <input type="text"/> Fee: \$26          Next <input type="button"/> Clear <input type="button"/>          Repeat the "Motion to Redact a Previously Filed Document" event. </p>
<p>10. Select file. Add attachments in accordance with clerk’s office filing preference. Information can be found <a href="#">here</a>.</p> <p>Click Next</p>	 <p><b>Filename</b>          Choose File <input type="button"/> testform.pdf          Attachments to Document: <input type="radio"/> No <input checked="" type="radio"/> Yes          Next <input type="button"/> Clear <input type="button"/></p>
<p>11. Add additional attachments to document following clerks’ preference for filing.</p> <p>Please ensure that you are attaching to your motion the proposed redacted claim to comply with Fed. R. Bankr. P. 9037(h)(1)(D).</p> <p>Click Next when completed.</p>	 <p><b>Select one or more attachments.</b>          1) Select the PDF document that contains the attachment.          Filename          Choose File <input type="button"/> memorandum of law.pdf          2) Fill in the fields below:          Category <input type="text"/> and/or Description <input type="text"/> Memorandum of Law          3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.          Add to List <input type="button"/>          Remove from List <input type="button"/>          Next <input type="button"/></p>
<p>12. Select claim.</p> <p>Click Next.</p>	 <p><b>What do you need to redact?</b>  <input checked="" type="radio"/> Claim  <input type="radio"/> Document on the Docket          Next <input type="button"/> Clear <input type="button"/></p>
<p>13. Select Yes to link to the affected claim.</p> <p>Click Next.</p>	 <p><b>Do you need to link this claim to a notice to redact sent by the court?</b>  <input checked="" type="radio"/> Yes  <input type="radio"/> No          Next <input type="button"/> Clear <input type="button"/></p>

<p>14. Select the appropriate claim.</p> <p>Click Next.</p>	<p style="text-align: center;"><i>Select claim(s) from list</i></p> <p>Claims Selected: 1</p> <table border="1"> <thead> <tr> <th>Creditor name</th> <th>Claim #</th> <th>Amount claimed</th> <th>Date filed</th> </tr> </thead> <tbody> <tr> <td>Creditor Example (62557022)</td> <td>1</td> <td>\$2,300.00</td> <td>07/13/2022</td> </tr> <tr> <td>Creditor Example (62557022)</td> <td>2</td> <td>\$2,500.00</td> <td>07/13/2022</td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Creditor name	Claim #	Amount claimed	Date filed	Creditor Example (62557022)	1	\$2,300.00	07/13/2022	Creditor Example (62557022)	2	\$2,500.00	07/13/2022
Creditor name	Claim #	Amount claimed	Date filed										
Creditor Example (62557022)	1	\$2,300.00	07/13/2022										
Creditor Example (62557022)	2	\$2,500.00	07/13/2022										
<p>15. If needed, make selection from the motion drop down.</p> <p>Click Next.</p>	<p>Docket Text: Modify as Appropriate.</p> <p><input type="button" value="v"/> Motion to redact re: Claim # 1 filed by Creditor Example . An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>												
<p>16. Verify docket text.</p> <p>Click Next to docket motion.</p>	<p>Docket Text: Final Text</p> <p>Motion to redact re: Claim # 1 filed by Creditor Example. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One)</p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p>Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>												
<p>17. Once the motion to redact is docketed, docket the redacted claim. You'll do so by filing it as an AMENDED claim, amending the original claim filed.</p> <p>Remember to include any necessary certificate of service with the redacted amended claim.</p>	<p><b>Proof Of Claim Information For</b></p> <p><b>62557022 - Creditor Example</b> 123 Street Lane City, MN 55105</p> <table border="1"> <tr> <td>Amends Claim #:</td> <td><input type="text" value="1"/></td> <td><input type="button" value="Find"/></td> </tr> </table> <p>Date Filed: 07/13/2022</p>	Amends Claim #:	<input type="text" value="1"/>	<input type="button" value="Find"/>									
Amends Claim #:	<input type="text" value="1"/>	<input type="button" value="Find"/>											

Notice received for personal identifiers found in multiple docketed claims

### Multiple claims affected

If you have received a notice for two or more claims where personal identifiers have been found, you must submit separate motions to redact for each docketed item along with a fee for each in compliance with Fed. R. Bankr. P. 9037(h)(1). Additionally, you must also re-file the redacted amended claims separately.

	<p>Notice of clerk re: <b>Claim # 1,2</b>. These claims contain personal identifiers. A separate motion to redact the personal identifier must be filed for each claim containing a personal identifier and a redacted version of each claim by 7/27/2022. See Fed. R. Bankr. P. 9037(h)(1) and <a href="http://mnb.uscourts.gov">mnb.uscourts.gov</a> for filing guidance . (KellieG MNBS) (Entered: 07/21/2022)</p>
 <a href="#">5</a> (1 pg)	<p>Motion to redact re: <b>Claim # 1</b> filed by Creditor Example. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One) (Entered: 07/21/2022)</p>
 <a href="#">6</a> (1 pg)	<p>Motion to redact re: <b>Claim # 2</b> filed by Creditor Example. An affidavit or verification, Memorandum of law, Proof of service, Proposed order. Fee Amount \$26. (Attorney, One) (Entered: 07/21/2022)</p>