

Most documents that are filed with the court can be seen by anyone online. Some information on documents is considered confidential and **must** be removed or hidden.

▶ **If you are filing a document with the court YOU must be aware of what information is considered confidential.**

What is confidential information?

Confidential information often used in family court matters can include information listed in Court Operating Rule 2.02(c). This is not a complete list. If you are filing attachments to any forms from this website, confidential information might be on those documents also.

▶ **YOU are responsible for redacting (removing) information you are filing with the court that is confidential.**

How do I remove information?

Redact means to remove or hide information listed on a document before you file it with the court. Below are two ways you can redact confidential information:

Option One

- 1) Fill out your documents completely (including confidential information).
- 2) Make a copy of all documents that have confidential information.
- 3) Go through the copied documents and black out or white out any confidential information.

Option Two

- 1) Fill out your documents using generic descriptions for any confidential information you do not want to provide. For example, use initials or "Child One" instead of the full name of a child.

If you remove any information, you are required to show the court what you removed when you complete the *Confidential Case Filing Information Sheet* (FI10). Do not redact the *Confidential Case Filing Information Sheet* (FI10) or the *Redaction Certification Form* (GN320).

▶ **YOU must confirm you have followed the rules for redaction**

How do I do this?

After you have done option one or two above, confirm you have followed the rules by filling out the *Redaction Certification form* (GN320). You have to fill out this form even if you did not remove any information.

▶ **YOU must file with the court** all unredacted and redacted documents and the *Redaction Certification form* (GN320).

▶ **IF you think SOMEONE HAS NOT CORRECTLY REDACTED INFORMATION**, file the *Motion to Correct Redaction Form* (GN325) to bring it to the attention of the court. The form is available from the Home page of this website under Approved Court Forms.