

The Bankruptcy Court for the District of Delaware will be implementing CM/ECF software for the Privacy Act on the weekend of November 22, 2003. Some highlights of the Privacy Act states that the court should collect the debtor's full Social Security Number, but only display the last four digits. There are also some other changes with this proposed rule; the complete rule can be found at <http://www.uscourts.gov/rules/index.html> (click on "Pending Rule Amendments Awaiting Final Action", then select "Amendments Submitted to the Judicial Conference (Sept. 2002)"). The procedural and CM/ECF changes will be as follows:

- Forms (ex. Petition, Proof of Claim) that contain Social Security Numbers will need to be completed with only the last four digits.
- When entering the information on the Party Information Screen in CM/ECF, the full Social Security Number will be entered. However, when viewing the party information in CM/ECF, the public will only see the last four digits (ex. XXX-XX-8888).
- When the Meeting of Creditors notice is mailed to the creditor's matrix, the entire Social Security Number will be displayed on the notice that the creditors receive. However, when the court receives the Certificate of Service from the noticing center, the copy of the notice will only contain the masked Social Security number (XXX-XX-8888). Subsequent notices will only contain the redacted version of the Social Security Number.
- A new national form is being developed called Statement of Social Security Numbers. This form will contain the entire Social Security Number(s), name(s) and signature(s) of debtor(s). This form will not be kept with the official court record (docket); it will be emailed to the court and maintained separately from CM/ECF.
- This rule also states that the filers are responsible for redacting the Social Security Number, not the Clerk's Office. If a petition or other document is filed with the full Social Security Number, it will remain on the docket and a deficiency notice will be issued to the filer.

Attorneys that use petition preparation software should contact their vendor regarding the Privacy Act. Specific instructions on where to obtain the new forms and where to email the form will be emailed and posted on our website prior to the live date of the Privacy Act Implementation. Please contact the court with any questions.