

**UNITED STATES BANKRUPTCY ADMINISTRATOR  
MIDDLE DISTRICT OF NORTH CAROLINA**

**JOHN PAUL H. COURNOYER — BANKRUPTCY ADMINISTRATOR**

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August 13, 2024

**VIA ELECTRONIC MAIL AND POSTED TO BA WEBSITE**

To: Local Bankruptcy Bar

Re: Motions to Redact Personally Identifiable Information (“PII”)  
Sample Motion and Order Attached

Dear Counsel:

Before you file documents with the court, you should redact:

- social security numbers, taxpayer ID numbers, and financial-account numbers, except for the last four digits;
- birth dates, except for the year; and
- minor’s names, except for their initials.

Fed. R. Bankr. P. 9037(a).<sup>1</sup>

But, if you discover a document containing unredacted PII has already been filed, Rule 9037(h) provides how to fix it:

- File a motion to redact, not a motion to seal, nor a motion for protective order.<sup>2</sup>
- The motion to redact should:
  - Identify docket number or proof of claim number for the document you are seeking to redact;
  - Identify the proposed redaction(s); and

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<sup>1</sup> There are some infrequent exceptions under Rule 9037(b).

<sup>2</sup> We have occasionally observed counsel filing a motion to seal or a motion for protective order to address unredacted PII, which they then must withdraw and re-file as a motion to redact. A motion to seal is a request to seal a document under 11 U.S.C. § 107, such as when it contains confidential information, trade secrets, or scandalous or defamatory material. Similarly, a motion for a protective order—which can arise in different contexts including a request to limit discovery in contested matters and adversary proceedings under Fed. R. Civ. P. 26(c)—is not the correct type of motion for addressing unredacted PII.

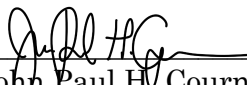
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- Attach a new document that is identical to the previously filed document, except for the PII redactions. This document will replace the previously filed document.
- You should serve the motion and the new document on the debtor, debtor's attorney, trustee (if any), the BA, the filer of the unredacted document, and any individual whose PII is to be redacted.

Attached are a sample motion and order that you may use as a form for these situations.

  
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John Paul H. Cournoyer  
U.S. Bankruptcy Administrator  
Middle District of North Carolina