

You must redact or mask personal information in public documents as described in Rule 16.605.

- If you are creating the document to file, follow the instructions under *Redacting protected information in electronic documents*.
- If you are filing an original document, such as a birth certificate, follow the instructions under *Redacting protected information in original documents*.

DO NOT include protected information in a document if it is not material to the case or required by law. If you do not know whether the information is material or required, consult an attorney.

NOTE: You need not redact protected information from documents that are confidential by statute, rule, or court order. If you do not know if your case or document is confidential, check the [Restricted Documents and Case Types](#) list.

Redacting protected information in electronic documents

1. Create your document for filing with an abbreviated (public) version of the information.

Type	Protected Information	Public Information
Social security number	123-45-6890	XXX-XX-XXX0
Financial account numbers	1234-2453-0010-8222	XXXX-XXXX-XXXX-XX22
Date of birth	04/20/1957	XX/XX/1957
Names of minor children (In this example, the siblings share initials)	Maree Angela Brown Max Aaron Brown	MAB or Child 1 MAB2 or Child 2
Individual taxpayer identification numbers	123-56-5003	XXX-XX-XXX3
Personal identification numbers	16161	XX161
Other unique identifying numbers	PM123423	XXXXX423 or PMXXXXX3

Note: Do not electronically cover text by drawing a black rectangle, highlighting it in black, reducing its size, or changing its color to white. It is usually easy to retrieve text that has been electronically “redacted” by these methods.

2. Fill out a Protected Information Disclosure form with the complete protected information and the public (partial) version (as in the example, above).
3. Log into the eFile system.
4. Select the appropriate document type and add the original document to your case filing.
5. Select the **Protected Information Form** document type and add the Protected Information Disclosure to your filing.
6. When you have added all the documents you want to include, click **Next**.
7. Click **Submit the Filing**.

Note: If a Protected Information Disclosure form has already been filed on your case, use the partial information from that form in your document. You must keep the Protected Information Disclosure form up to date if information changes, must be added, or is incorrect.

Redacting protected information in original documents

To redact protected information in original documents (such as wills, birth certificates, or mortgage documents) that you file:

1. Make a copy of the original document.
2. Black out the protected information on the copy with a black marker or white it out with correction fluid.
3. Scan and save the original document as a .pdf.
4. Scan the redacted copy as a .pdf, naming it clearly as the redaction.
5. Log into the eFile system.
6. Select Existing Case and open your case (not illustrated).
7. Add the original (unredacted) document to your submission.
8. Add the redacted copy to the submission:
 - Select Redaction as the Document Category.
 - Select Redaction as the Document Type.

The screenshot shows a web form with two dropdown menus. The first dropdown is labeled 'Document Category' and has 'REDACTION' selected. The second dropdown is labeled 'Document Type *' and also has 'REDACTION' selected. A red rectangular box highlights both dropdown menus.

- Browse for and select the redacted version of the document.
 - Click **Add**.
9. Select the original document from the list and click **Next**.

The screenshot shows a web interface with two sections. The first section is titled 'Previously Filed Documents' and contains a table with the following data:

	Document Name	Date Filed	Filed by or in behalf of
<input type="radio"/>	- VERIFICATION OF ACCT HAS BEEN FILED	12-28-2015	AMY K SWANSON
<input type="radio"/>	- SMALL CLAIMS ORIGINAL NOTICE	12-28-2015	AMY K SWANSON
<input type="radio"/>	- APPEARANCE AND ANSWER FOR SMALL CLAIMS	01-04-2016	AMY AUGUST
<input type="radio"/>	- MOTION	01-06-2016	AMY K SWANSON
<input type="radio"/>	- MOTION	01-10-2016	AMY K SWANSON
<input type="radio"/>	- OTHER AFFIDAVIT	01-11-2016	AMY K SWANSON

The second section is titled 'Documents in this filing' and contains a single radio button selected next to 'AFFIDAVIT OF FINANCIAL STATUS'. Below this section are two buttons: 'Back' and 'Next'.

10. In the Add a Document window, add any additional documents you want to include in the filing, and then click **Next**.
11. Click **Submit the Filing**.

What if I have been excused from the rules of electronic registration and electronic filing?

You still must redact protected information from the public documents that you submit in paper to the court. Use the appropriate method, as described above, and deliver the documents in paper to the clerk of court for electronic filing.

What if an exhibit I'm offering contains protected information?

You must redact exhibits you file or offer in court per rule 16.601(3). Use the appropriate method to redact electronically filed exhibits or paper exhibits which you submit to the court at hearing or trial.

Appendix A. Other information can be treated as protected

While it's not required, the following information can be treated as protected without a judge's order.

- Driver's license number
- Information concerning medical treatments or diagnosis
- Employment history
- Personal financial information
- Proprietary or trade secret information
- Information concerning a person's cooperation with the government
- Information concerning crime victims
- Sensitive security information
- Home addresses

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.
