

**2011 OK**  
**IN THE SUPREME COURT OF THE STATE OF OKLAHOMA**

In re Amendment to 12 O.S. Ch. 2,     )     SCAD NO. 2011-  
App., Rules for the District Courts     )  
of Oklahoma, Creating New Rule 31.     )     **FOR OFFICIAL PUBLICATION**

- ¶0     Order Creating new Rule 31, Rules for the District Courts of Oklahoma.
- ¶1     The Court hereby creates Rule 31, 12 O.S. Ch. 2, App., Rules for the Districts Courts of Oklahoma.
- ¶2     Rules of the District Courts of Oklahoma, Rule 31, is created to read as follows.

Rule 31, Personal Identifier Information on Court Documents

**A. Personal Identifier Information**

Every party to an action shall omit, or where inclusion is necessary shall include, only the following personal identifier information in all pleadings, papers, exhibits or other documents, whether filed electronically or in paper, unless otherwise ordered or as otherwise provided by law (i.e. 22 O.S. 977):

1. Social Security Numbers: An individual's social security number shall include only the last four digits.
2. Taxpayer Identification Numbers: A taxpayer identification number shall include only the last four digits of that number.
3. Names of Minor Children: Only the initials of a minor child shall be used. In the alternative, the filer may refer to the child in the

manner that shields the identity of the minor in the context of the proceeding (i.e., by symbol [Child A, Child B]: as Doe 1, Doe2; or by the child's status in the litigation [/Witness, Victim, Ward, Beneficiary]).

4. Dates of Birth: An individual's date of birth shall include only the year.

5. Financial Account Numbers: Financial account records shall include only the last four digits of these numbers.

6. Home addresses: A home address shall include only the city and state.

7. Driver's License: An individual's driver's license shall include only the last four digits of that number.

8. Other Personal Identification Numbers: Any other personal identification number shall include only the last four digits of that number.

## **B. Responsibility of Filer**

The responsibility for following the guidelines set forth above rests solely with counsel, the parties, or any other filer. The Clerk of the Court will not review documents for compliance with this rule, seal documents or redact documents. If a filer includes personal identifier information and other sensitive information in any document filed with the courts, electronically or otherwise, the document becomes a public record as filed.



## **C. Filing of Documents under Seal**

A. Any party may request of the court that any pleading, paper, exhibit or other document be sealed and a redacted version filed for the public record.

B. Any party may, with leave of court, file a document under seal containing personal identification information.

1. The party seeking to file a document with personal identification information shall file a motion to file the document under seal.

2. If the motion is granted, the filer shall submit the original and one copy of the unredacted document to the Clerk in a clearly identified envelope. The document shall contain the notation “ Document filed under seal by Order dated\_\_\_\_\_”.

3. The assigned judge shall require the filer to file a redacted copy for the public record. The redacted pleading or other paper shall be clearly identified as a redacted version. The redacted pleading shall be a public record as filed.

¶3 Rules for the District Courts of the State of Oklahoma, Rule 31, shall be created by this order and shall take effect . This Order shall be published three times in the Oklahoma Bar Journal.

¶4 DONE BY ORDER OF THE SUPREME COURT IN CONFERENCE  
THIS DAY OF 2011.

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CHIEF JUSTICE