

DISTRICT COURT OF GUAM  
TERRITORY OF GUAM

In re:

GENERAL ORDER  
No. 03-0023

LOCAL RULES OF PRACTICE,  
ADOPTION OF GR 5.2

The Court hereby adopts the following new Local Rule of Practice for the District Court of Guam, to be effective December 1, 2003:

**GR 5.2 Public Access to Case Files.**

(a) In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or by paper, unless otherwise ordered by the Court, or required by statute, a federal rule of procedure, or the Official Bankruptcy Forms:

(1) **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used (*i.e.*, XXX-XX-6789). However, in bankruptcy cases, the debtor(s) shall submit a Statement of Social Security Number(s) (Form B21) at the time the petition is filed. The debtor(s) must report the full nine-digit Social Security number(s) of

1 the debtor(s) in this document to be submitted – not filed – with the Clerk’s Office.  
2 This document will be used for internal purposes only and will not be part of the  
3 public record. Failure to timely submit Form B21 may result in the dismissal of the  
4 case.

5 **(2) Names of minor children.** If the involvement of a minor child must  
6 be mentioned, only the initials of that child should be used. In bankruptcy cases,  
7 on Schedule I of Official Bankruptcy Form 6, list the relationship and the age of  
8 the debtor’s dependent(s) (*i.e.*, son, age 6).

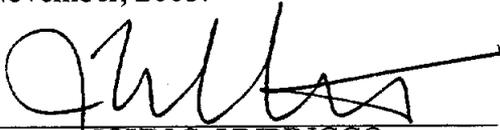
9 **(3) Dates of birth.** If an individual’s date of birth must be included in a  
10 pleading, only the year should be used. In bankruptcy cases, on Schedule I of  
11 Official Bankruptcy Form 6, list the age of each of the debtor’s dependents.

12 **(4) Financial account numbers.** If financial account numbers are  
13 relevant, only the last four digits of these numbers should be used. In  
14 bankruptcy cases, on Schedules D, E, and F of official Bankruptcy Form 6,  
15 debtors, if they choose, may include their full account numbers to assist the  
16 trustee and creditors.

17 **(b)** In compliance with the E-Government Act of 2002, a party wishing to file a document  
18 containing the personal data identifiers listed above may file an unredacted document under  
19 seal. The document must contain the following heading on the document: “SEALED  
20 DOCUMENT PURSUANT TO E-GOVERNMENT ACT OF 2002.” This unredacted  
21 document shall be retained by the Court as part of the record until further order of the Court.  
22 The party must also file a redacted copy of the document for the public file.

23 **(c)** The responsibility for redacting these personal data identifiers rests solely with counsel  
24 and the parties. The Clerk’s Office will not review each pleading for compliance with this rule.

25 SO ORDERED this 26<sup>th</sup> day of November, 2003.

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JOHN S. UNPINGCO  
District Judge