

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OKLAHOMA**



**IN RE:**

**SUPPLEMENT TO LOCAL  
BANKRUPTCY RULE 3003-1.**

**No. 10-GO-02**

**ORDER SUPPLEMENTING LOCAL BANKRUPTCY RULE 3003-1;  
NOTICE TO BE GIVEN TO CREDITORS OF DUTY TO REDACT  
PERSONAL INFORMATION AND PREVENT DISCLOSURE  
OF CONFIDENTIAL HEALTH CARE INFORMATION**

WHEREAS, Local Bankruptcy Rule 3003-1 provides that in a Chapter 9 or 11 case, the debtor-in-possession or trustee, if one is appointed, shall file a request for order fixing time within which proofs of claim or interest must be filed and shall serve the order fixing the time within which to file proofs of claim or interest on the debtor, the trustee, all creditors, indenture trustees, equity security holders, and all persons requesting notice in the case; and

WHEREAS, Local Bankruptcy Rule 1007-1(H) and Local Bankruptcy Rule 5005-1(F) provide that a party filing a document shall redact the following personal data identifiers appearing in pleadings or other papers filed with the Court: names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar financial account numbers; all but the last four digits of any social security number; and all birth date information except the year; and

WHEREAS, the responsibility for redacting personal identifiers rests solely with the filing party; and

WHEREAS, all proof of claims (and any attachments thereto), whether submitted by mail or filed electronically, are public records that are available for online viewing by the public; and

WHEREAS, to prevent identity theft and other misuse of personal information and/or the disclosure of confidential medical information, creditors are required to redact personal data identifiers and prevent disclosure of confidential health care information when filing proofs of claim.

IT IS THEREFORE ORDERED that the order fixing the time within which to file proofs of claim served by the debtor-in-possession or trustee pursuant to Local Bankruptcy Rule 3003-1, shall contain the following notice:

**Notice to Creditors of Duty to React  
Personal Information and Limit Disclosure  
of Confidential Health Care Information**

All claims (and any attachments thereto), whether submitted by mail or filed electronically, are public records that are available for ONLINE viewing by the public. To prevent identity theft and other misuse of personal information and/or the disclosure of confidential medical information, PLEASE BE ADVISED:

**(A) Privacy Protection**

A claim (and any attachments thereto) that contains one or more of the following types of personal identifying information must limit the disclosure of such information to:

- (1) the last four digits of a social security number or taxpayer identification number;
- (2) the year of an individual's birth;
- (3) a minor's initials; and
- (4) the last four digits of a financial account number.

See Federal Rule of Bankruptcy Procedure 9037 and Local Bankruptcy Rules 1007-1(H) and 5005-1(F).

**(B) Confidential Medical Information**

If a claim is based on the delivery of health care goods or services, the claim (and any attachments thereto) shall not disclose the goods or services provided, or otherwise disclose confidential medical information. See Official Form B10, Instructions for Proof of Claim Form, at page 2.

IT IS FURTHER ORDERED that this General Order shall be effective on September 8, 2010.

Dated this 8<sup>th</sup> day of September, 2010.

  
DANA L. RASURE, CHIEF JUDGE  
UNITED STATES BANKRUPTCY COURT

  
TERRENCE L. MICHAEL  
UNITED STATES BANKRUPTCY JUDGE