

NOTICE TO REGISTERED USERS REGARDING RESTRICTED INFORMATION

Please keep the following in mind when filing documents containing restricted information.

- Pursuant to Rule 20-201.1(c), if a submission contains both restricted information and information subject to public inspection, and inclusion of the restricted information is necessary, the filer must file both a redacted and an unredacted version of the submission.
- **Clerks will begin marking filings as deficient when box 2 is selected on the Notice Regarding Restricted Information pursuant to Rule 20-101 when both a redacted version and unredacted version are not provided.**

<input type="checkbox"/> 2. CONFIDENTIAL INFORMATION - The document itself is subject to public inspection but contains confidential information that is not open to public inspection.
That information consists of _____ <small>(Give a description of the information and not the actual restricted information.)</small>
The information is made confidential by Rule(s) _____ or by court order dated _____.
Pursuant to Rules 20-201.1 and 1-322.1, accompanying the document is a redacted version that does not contain the confidential information.

- **Beginning Monday, December 20th**, please use the new filing code "**Unredacted Filing**" for the **unredacted** version of the document that will not be open for public inspection. The redacted version of the document should be associated with the appropriate filing code in File & Serve (Complaint for Absolute Divorce, Motion, etc.), as this is the version of the document open for public inspection.
- Pursuant to Rule 16-915(e) any part of an individual's Social Security or Federal tax ID number is not subject to public inspection. Therefore, when filing a submission containing the last four (4) digits of an individual's SSN, the submission contains restricted information under Rule 20-101(r) and requires the filing of a redacted and unredacted copy of the submission per 20-201.1(c). The submission must be accompanied by the Notice Regarding Restricted Information per Rule 20-201.1(a)(2).
- A redacted copy of the document is not required for any of the categories of documents listed in [section one \(1\) of the Notice Regarding Restricted Information Pursuant to Rule 20-101](#), as the entire document is not subject to inspection.
- Do not file a Notice Regarding Restricted Information Pursuant to Rule 20-101 when filing into the following case types: Adoption, Emergency Evaluation, Extreme Risk Protective Order (ERPO), Guardianship or Juvenile, as these case types are not subject to inspection by either rule or statute. Additionally, do not file a Notice Regarding Restricted Information Pursuant to Rule 20-101 for pre-filed hearing or trial exhibits.