



# What is Protected Information?

New rules for electronic filing define some personal information as *protected*. This information shouldn't be included public documents that are filed unless it's required by law or is material to the case.

## What information is protected?

- Social security numbers
- Financial account numbers
- Dates of birth
- Names of minor children
- Individual taxpayer identification numbers
- Personal identification numbers
- Other unique identifying numbers

When any of these listed items must be included in a public document that is filed, it must be "redacted".

## How to Redact Protected Information?

Include a portion -- or the redacted information -- in the document (see Rule 16.605 for details) and then file a Protected Information Disclosure form along with the original document. If the information on this form changes during the case, or if additional protected information is added, update the Protected Information Disclosure form and refile it as a **Redaction** of the original form. If the information is an essential or required component of the document, file it unredacted.

## Additional Information that may be Redacted

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

## Remember the Following

- Don't include protected information unless it's required by law or material to the case
- When protected information is included, redact it and file a Protected Information Disclosure form
- Do not redact protected information from documents that are confidential or sealed
- There may be sanctions imposed on you if you purposefully include unredacted protected information in your public documents

## Division VI of Chapter 16 Rules Pertaining to the Use of the Electronic Document Management System

has complete information on redacting protected information, including the penalties for failure to redact protected information. Find rules and forms at [http://www.iowacourts.gov/Online\\_Court\\_Services/EDMS/](http://www.iowacourts.gov/Online_Court_Services/EDMS/)

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.