

**Instructions to Remove Social Security Numbers and/or Personal identifiers
from Court Documents BEFORE MARCH 1, 2006**

1. There is no fee for this service.
2. Locate the documents in your file that have personal information you would like removed. This can be done by reviewing your file in person or ordering the documents online.
 - a. You must identify the following information:
 - i. Name of document.
 - ii. Date the document was filed with the court, look for “clerk time-stamp” on the first page of the document.
 - iii. Name of person whose information is to be redacted.
 - iv. Type of information to remove from court document (state SSN, DOB, account number, etc. do not put the actual information).
 - v. Page and line number of document where the personal info is found.
3. Fill out the attached form. There must be a separate form filled out for each **case** you would like to remove sensitive information from.
4. If you would like to receive a copy of the signed order you must submit a **Self Addressed Stamped Envelope**.
5. The process will take approximately 2-4 weeks.

Please note, all requested information may or may not be removed from the court file(s), the decision to remove information is based on court rule and statute.

STATE OF MICHIGAN
IN THE SIXTH JUDICIAL CIRCUIT COURT

_____,
Plaintiff

v

Defendant.

_____ /

Circuit Court No.
Hon.

NOTICE OF PRESENCE OF SOCIAL SECURITY NUMBER AND/OR PERSONAL IDENTIFIERS
IN COURT DOCUMENTS FILED BEFORE MARCH 1, 2006

1. I am, _____, and my relationship to this case is:
- Named party Attorney for _____
- Next friend for _____ Guardian ad litem for _____
- Parent or Guardian for _____ Conservator for _____
- Personal representative for _____
- Other, _____

2. I ask this Court to remove the following personal identifier(s) relying upon MCR 2.612, or MCR 6.435:

- Social Security Number Bank Account Number Insurance Contract Number
- Financial Account Number Date of Birth Mother's Maiden Name
- Credit Card Number Driver's License Number Other _____

from the following documents and locations:

Name of Document	Date Filed with the Court	Name of Person whose Information is to be Redacted	Information Type to Remove from Court Document	Page / Line

Name of Document	Date Filed with the Court	Name of Person whose Information is to be Redacted	Information Type to Remove from Court Document	Page / Line

See additional page(s).

3. I understand that this notice regarding personal identifiers will be considered to see if the information is required by statute, court rule, court order, or for some other legal reason.

4. I verify that I accurately identified myself and my relationship with this action and that the information in this notice is true and accurate to the best of my knowledge.

Date

Signature