

Rule 2.612 Social Security Number Redaction Local Court Rule

I. Scope

This local rule is issued in accordance with Michigan Court Rules 2.119 and 2.612(A) and Supreme Court Administrative Order No. 2006-2. The local rule establishes the procedure by which the court will process motions to redact identified social security numbers and other personal information from specified documents filed on or after March 1, 2006.

II. Procedure

A. A party¹ may file a motion to redact one's social security number² (SSN) or other personal information from any document in which it is not required by statute, court rule, court order, or as required for identification purposes.

¹ As used in this local administrative order, "party" includes the named party, counsel representing the named party, the next friend, a guardian ad litem, a personal representative, a guardian, and a conservator. This definition also includes individuals who discover their social security number (SSN) or other personal information included in a case file.

² Social security number means a complete, unredacted nine-digit social security number.

1. A party requesting redaction of an SSN or other personal information shall identify the document containing the SSN or other personal information, the date the document was filed with the Court, and the page and line number where the SSN or other personal information is located.
2. Multiple documents and locations may be identified in a single motion. *Local Court Rules - Circuit Courts Last Updated 1/2/2013*
3. Pursuant to Michigan Court Rules (MCR) 2.119 and Administrative Order (AO) No. 2006-2, a separate motion is required for each case that contains one's SSN or other personal information.

B. A party shall serve a copy of the motion to redact an SSN or other personal information on opposing parties as required by MCR 2.119(C). In addition, when the person files the motion for redaction, the person shall provide an extra copy for the court administrator marked "court administrator copy." The court clerk must transmit the copy to the court administrator's office.

1. Opposing parties may object to the motion within seven days after service of the motion. An objecting party shall also notice the objections for hearing and file a praecipe before the assigned judge.
2. Unless otherwise ordered by the Court, all motions to redact an SSN or other personal information shall be decided without oral argument as provided at MCL 2.119(E)(2).

C. After the period to respond to the motion has elapsed, the motion to redact the SSN or other personal information and any response shall be reviewed by the Court. The standards shall include that the motion complies with the requirements of MCR 2.119, MCR 2.612(A), AO 2006-2, and this order and shall be limited to motions to redact an SSN and other personal information. If the court grants the motion, the court shall enter an order allowing the information to be redacted. The order shall be made part of the court record