

**CIVIL COURT OF THE CITY OF NEW YORK**

CHIEF CLERK MEMORANDUM  
Subject: Redaction of Social Security Numbers

Class: CCM - 172  
Category: GP-10  
Eff. Date: October 23, 2007

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BACKGROUND

Civil court files may contain personal information of parties involved in litigation. Since our records are open to the public some of this data may place persons at risk of identity theft. Public exposure of personal information, especially Social Security numbers, can play a significant role in identity theft.

We are aware of the possible misuse of such information and, therefore, are taking the following measures to guard against its unnecessary dissemination.

DIRECTIVE

Persons filing documents that contain social security numbers or derivatives of those numbers shall redact the numbers before filing the papers with the court.

A paper shall not be accepted for filing that contains Social Security numbers or derivatives of those numbers.

When it comes to our attention that a court record contains Social Security numbers or derivatives of those numbers the clerk is to promptly redact this information from the record.

The procedure to follow when redacting Social Security numbers is as follows:

Using a black marker cover the numbers completely.  
After the clerk redacts the information he/she is to place a court seal over the redacted information and initial the redaction.

Date 10/23/07

/s/  
Jack Baer  
Chief Clerk