

**NEW RULES AND PROCEDURES REGARDING
CONFIDENTIAL PERSONAL IDENTIFIERS
ON PROBATE COURT FILINGS**

Starting July 1, 2009, filers are required to omit certain information from documents filed with the court based upon changes to the Rules of Superintendence by the Ohio Supreme Court. This information includes the following:

1. Social Security Numbers (except the last 4 digits) and
2. Financial account numbers such as bank account numbers, investment account numbers, and debit or credit card numbers (the entire number)

These types of information are referred to as “personal identifiers.” The rule changes mean that documents the public and attorneys file with the probate court can no longer contain personal identifiers.

Procedure regarding Social Security Numbers:

Filers shall redact social security numbers from all documents to be filed with the court. Although the rule changes allow for filers to keep the last 4 digits of social security numbers on their filings, the Franklin County Probate Court has, since 2005, had a policy of redacting entire social security numbers from all court filings. This policy will continue.

Procedure regarding financial account numbers:

In the past, the court permitted filers to include the last 4 digits of a financial account number on documents. Under the new rules, none of the financial account number can be included on a document. The filer can, and still should, reference the financial institution where the account is held (e.g. “Huntington Bank”), the type of account (e.g. “savings account”), and the amount of funds in the account on the document to be filed.

Instead of including the financial account number on the document to be filed, the filer should complete the new form entitled, “[Confidential Personal Identifiers](#).” On that form, the filer will list the personal identifiers that have been omitted from a document to be filed. The form will assist the court in tracking accounts, securities, etc., but will be held as a confidential filing. Once the form is accepted for filing, it will be docketed as a confidential document, stored separate from the file, and not provided to the public.

Two other forms will now be designated as confidential and processed in the same manner as the Confidential Personal Identifiers form because they must

contain financial account numbers. These forms are the Verification of Deposit form and the Annual Year-End Bank Report form. These two forms come to the court from banking and other financial institutions and we will continue to accept these forms with personal identifiers. However, since these forms will be designated as confidential by the court, they will not become a part of the publicly accessed court file.

The responsibility for omitting personal identifiers from documents to be filed with the court rests solely with the filing party. The court is not required to review a document to confirm that the party has omitted personal identifiers.

LINKS:

[Text of new Superintendence Rules on Supreme Court of Ohio website](#)
[Confidential Personal Identifiers Form](#)