

Instructions to Remove Social Security Numbers and/or Personal Identifiers from Court Documents AFTER MARCH 1, 2006

Motion to Remove Social Security Number and/or Personal Identifiers In Court Documents Filed **AFTER March 1, 2006**

1. Locate 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 1st page of 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 number and line number of document where the information is found.
2. There is a \$20 filing fee.
3. Fill out the attached motion. There must be a separate motion filled out for **each case** you would like to remove sensitive information from.
4. You do not need to fill out a notice of hearing or a praecipe. There will not be a formal hearing for this procedure.
5. Serve the motion on all counsel of record.
6. Fill out and file the attached proof of service with the court, after step 5 is completed.
7. If you would like to receive a copy of the signed order you must submit a **Self Addressed Stamped Envelope**.
8. This process will take approximately 2-4 weeks.

Please note, 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

Circuit Court No.
Hon.

Defendant.

MOTION TO REQUEST REMOVAL OF SOCIAL SECURITY NUMBER AND/OR
PERSONAL IDENTIFIERS IN COURT DOCUMENTS FILED AFTER 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	Type of Information 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 motion 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

STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT
COUNTY PROBATE

PROOF OF MAILING

CASE NO.

Court address

Court telephone no.

Plaintiff(s)

v

Defendant(s)

☐ Juvenile In the matter of _____
☐ Probate In the matter of _____

On the date below I sent by first-class mail a copy of _____

to: List names and addresses.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date

Signature

Name (type or print)