

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

REMINDER: PERSONAL IDENTIFIERS
SHOULD BE KEPT OUT OF PUBLIC RECORDS -
INCLUDING WAGE ASSIGNMENT ORDERS

Please remember that the Court strives to keep personal identifiers out of the public records, which include not only initial case documentation like the petition and schedules but also any subsequent documents which become available electronically.

Some wage assignment orders have been submitted with a debtor's complete Social Security number. EFFECTIVE IMMEDIATELY, the Court will not be processing those orders.

The better practice for wage assignment orders, already used by trustees and some practitioners, is to submit an order with the personal identifiers redacted or truncated to the last four digits and then to provide the employer with the complete Social Security number in a separate cover letter when delivering the order signed by the Court.

Thank you for your assistance in these matters.

November 3, 2006

Kevin P. Dempsey, Clerk