Sensitive Data

1. *Filing Sensitive Data*

a. Before filing any paper containing sensitive data with the court, the filing party shall omit or otherwise redact the sensitive data unless they are specifically requested by the court. If the sensitive data are specifically requested by the court, the filer shall record the requested information on a separate sensitive data form which shall be maintained by the clerk as a confidential record. In the discretion of the clerk, sensitive data forms and orders of assignment may be maintained either in paper or electronic format. If these documents are maintained electronically, the clerk is authorized to destroy the paper version. Unless the court orders otherwise, any further written reference to sensitive data shall thereafter be made by referring to a corresponding item number on the sensitive data form or other means, rather than inserting the actual data into the document being filed with the court.

b. Whenever new information is needed to supplement the record in a case, the parties shall file an updated sensitive data form, reflecting all previously disclosed sensitive data plus any additional sensitive data required to be filed in the case.

c. Orders of Assignment shall contain any sensitive data required by law, but shall be closed and only available to the parties, the parties' employers, child support enforcement agencies, court personnel, and any other person or agency authorized by court order.

d. The provisions of subdivision 1(a) shall not pertain to orders or decrees, or to petitions and accompanying documents filed pursuant to the Uniform Interstate Family Support Act (UIFSA) as adopted by the state of Arizona.

e. If a document containing sensitive information is filed with a court, any party may request that the court order that the document be sealed or removed from the file.

2. *Sensitive Data Defined*. For purposes of this rule, "sensitive data" means social security numbers, bank account numbers, credit card numbers, and other financial account numbers.

3. *Sensitive Data Form*. The Sensitive Data Form, provided in Rule 97, Form 3, or a substantially similar form, shall be used.