



IN THE _____ JUDICIAL CIRCUIT, _____ COUNTY, MISSOURI

Name:	Case Number:
Address:	Case Type:
	Style of Case:
Document Filed:	(Date File Stamp)

Redaction Certification

The filer certifies that all documents in this submission for filing with the court comply with all redaction requirements of Rules 19.10, 55.025, or 84.015.

COR 2.02

The responsibility for redacting confidential information rests solely with the counsel, parties, or any other person filing the document. Courts will not review each case document to ensure compliance and will not refuse to accept or file a document on that basis.

On and after the Expanded Remote Access Implementation Date: July 1, 2023

- All redactions shall be done in a manner that makes it clear that information has been redacted. If necessary to reference the redacted information in a redacted document, filers shall use generic descriptors.
- When a filer redacts information from a document offered for filing in any court, the filer also must file a confidential redacted information filing sheet that either:
 - has the unredacted version of the document attached; or
 - sets out the information redacted from the document with an explanation referencing where the information was redacted from in the document or the generic descriptors used in the document to reference the redacted information.
- All filers shall affirmatively certify compliance with the redaction requirements in Rules 19.10, 55.025, and 84.015 when a document is filed. This certification shall be accomplished through an automated process implemented in the electronic filing system for its authorized users or, for filers who are not authorized users of the electronic filing system, by a paper form attached to the document or on the document itself.
- When a motion is filed alleging a document filed with the court contains insufficiently redacted confidential information, the clerk shall raise the document's security level to a confidential setting. The court shall dispose of the motion within 30 days. If the court determines the document is sufficiently redacted, the clerk shall reset the document's security level to allow for proper public access.

I HAVE READ AND UNDERSTAND THE ABOVE.

_____ Date

_____ Filer's Signature

CONFIDENTIAL INFORMATION

Confidential information can include, but is not limited to:

- Social security numbers, driver's license numbers, state identification numbers, taxpayer identification numbers and passport numbers
- Financial institution account numbers, credit or debit card numbers, personal identification numbers, or passwords used to secure any such accounts or cards
- Names, addresses and contact information of informants, victims, witnesses and persons protected under orders of protection or restraining orders
- Dates of birth
- Names of individuals known to be minors
- Case numbers of confidential, expunged, or sealed records

NOTE: Filers should also exercise caution when filing documents that include medical records, employment history, financial records, proprietary information, or trade secrets.

Examples of Sources Regarding Confidentiality

- Missouri Statutes: <https://revisor.mo.gov/main/Home.aspx>
 - 509.520, RSMo – Certain court pleadings
 - 595.226, RSMo – Information that could be used to identify or locate any chapter 566, domestic assault, or stalking victim
- Missouri Court Rules: <https://www.courts.mo.gov/page.jsp?id=46>
 - Rule 25.03(d) (e) and (f) – Information state may redact in discovery response
 - Rule 25.11(b) – Protective orders for redaction in criminal cases
- Missouri Court Operating Rule 2: <https://www.courts.mo.gov/page.jsp?id=1028>
- MoBar Resource Center https://mobar.org/site/Lawyer_Resources/Remote_Public_Access_Redaction_Center/site/content/Lawyer-Resources/Remote_Public_Access_Redaction_Center.aspx?hkey=a8b7149b-5b65-4fe3-bf7f-a725204a8364
- Missouri State Regulations: <https://www.sos.mo.gov/adrules/csr/csr>
- Federal Statutes: <https://www.govinfo.gov/app/collection/uscode>
- Federal Regulations: <https://www.ecfr.gov/>
- Federal Court Rules: <https://www.uscourts.gov/rules-policies/current-rules-practice-procedure>

DISCLAIMER: These examples are for illustration only and are not a comprehensive list. There is no exhaustive list of all information that may be confidential under state or federal law. For help, you may want to consult with an attorney.