



CONFIDENTIAL INFORMATION FORM

Pursuant to 204 PA. Code § 213.81
CASE RECORDS
NORTHAMPTON COUNTY, PENNSYLVANIA
REGISTER OF WILLS & ORPHANS' COURT
FOR MORE INFORMATION VISIT WWW.PACOURTS.US/PUBLIC-RECORDS

This form is associated with the pleading titled: _____

RE: _____ FILED _____ FILE # _____

Pursuant to the Public Access Policy of the Unified Judicial System of Pennsylvania:

Case Records of the Appellate and Trial Courts, the Confidential Information Form shall accompany A filing where confidential information is required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter. **This form, and any additional pages, are confidential and are ONLY AVAILABLE to: a) the parties b) counsel of record c) the court and d) the custodian.**

This form, and any additional pages, **must be served** on all unrepresented parties and counsel of record.

This information pertains to	Confidential Information	References in Filing:
Full Name of Adult _____	Social Security Number (SSN) _____	Alternative reference: SSN 1
OR This information pertains to a minor with the initials of _____ and the full name of: _____ _____ (Full Name of Minor) DATE OF BIRTH: _____	Financial Account Number (FAN) _____ Driver's License Number (DLN) _____ State of Issuance _____ State Identification Number (SID) _____	Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
This information pertains to	Confidential Information	References in Filing:
Full Name of Adult _____	Social Security Number (SSN) _____	Alternative reference: SSN 2
OR This information pertains to a minor with the initials of _____ and the full name of: _____ _____ (Full Name of Minor) DATE OF BIRTH: _____	Financial Account Number (FAN) _____ Driver's License Number (DLN) _____ State of Issuance _____ State Identification Number (SID) _____	Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

CONFIDENTIAL INFORMATION FORM



APPELLATE / TRIAL CASE RECORDS

Additional page(s) attached. _____ total pages are attached to this filing. I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name

Attorney ID Number (IF applicable)

Street address

Telephone

City State Zip

Email

THIS FORM AND ANY ADDITIONAL PAGES MUST BE SERVED ON ALL UNREPRESENTED PARTIES AND COUNSEL OF RECORD.

NOTE: Parties and attorney of record in a case will have access to this **Confidential Information Form.**

Instructions for Completing the Confidential Information Form

This form **does not** need to be filed in types of cases that are sealed or exempted from public access (FOR EXAMPLE: JUVENILE / ADOPTIONS / GUARDIANSHIPS).

The following information is confidential and shall not be included in any document filed with a court **except** on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers	5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" (under 18 years old).
2. Financial Account Numbers , except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.	6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No.1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42Pa.C.S § 62A01 et seq. If necessary, this information must be provided on the separate Abuse Victim Addendum Form.
3. Driver License Numbers	
4. State Identification (SID) Numbers	

The best way to protect confidential information is not to provide it to the court. Therefore, provide confidential information to the court **ONLY** when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

FOR MORE INFORMATION, PLEASE VISIT:

www.pacourts.us/public-record-policies

Public Access Policy of the Unified Judicial System of Pennsylvania
Case Records of the Appellate and Trial Courts - 204 Pa. Code § 213.81

***** Confidentiality of this information must be maintained. *****