

IN THE DELAWARE MUNICIPAL COURT OF DELAWARE COUNTY, OHIO  
70 North Union Street, Delaware, Ohio 43015 • Voice: 740.203.1550 • Facsimile: 740.203.1599 • www.municipalcourt.org

State of Ohio City/Village of \_\_\_\_\_

Case No. 20\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

**Confidential Personal Identifiers  
Contained in Filed Document**

Sup. Ct. R. of Superintendence. 45(D)

\_\_\_\_\_  
Defendant

	<b>Complete Personal Identifier</b> <i>Personal identifier no. or code redacted from document filed with the court</i>	<b>Alternate Reference</b> <i>Reference or abbreviation substituted in place of redacted personal identifier</i>	<b>Filed Document</b> <i>Document(s) from which the personal identifier has been redacted</i>
eg.	123-45-6789 social security number	xxx-xx-6798	affidavit for garnishment
1			
2			
3			

X

\_\_\_\_\_  
Signature of Submitting Party / Attorney for Submitting Party

\_\_\_\_\_  
Print name

\_\_\_\_\_  
SCN (atty's only)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
email address

\_\_\_\_\_  
City, State Zip

WebAD ConfidentialIdentifierFITB042815.wpd1422091316 Ver 28Apr15

Sup. Ct. R. of Super. 45. Court Records – Public Access.

(D) Omission of personal identifiers prior to submission or filing

(1) When submitting a case document to a court or filing a case document with a clerk of court, a party to a judicial action or proceeding shall omit personal identifiers from the document.

(2) When personal identifiers are omitted from a case document submitted to a court or filed with a clerk of court pursuant to division (D)(1) of this rule, the party shall submit or file that information on a separate form.

The court or clerk may provide a standard form for parties to use. Redacted or omitted personal identifiers shall be provided to the court or clerk upon request or a party to the judicial action or proceeding upon motion.

(3) The responsibility for omitting personal identifiers from a case document submitted to a court or filed with a clerk of court pursuant to division (D)(1) of this rule shall rest solely with the party. The court or clerk is not required to review the case document to confirm that the party has omitted personal identifiers, and shall not refuse to accept or file the document on that basis.