

---

# PROTECT YOUR PRIVACY

## California Rule of Court, Rule 1.201

---

A party filing a document is responsible for excluding or redacting (removing) personal identifying information such as social security and financial account numbers from documents filed with the court, whether filed in paper or electronic form.

For all documents filed in all civil and criminal proceedings, parties and their attorneys must not include, or must redact, social security numbers and financial account numbers from any document filed with the court other than under seal, unless otherwise required by law. Rule 1.201 provides that the responsibility for excluding or redacting identifiers from all documents filed with the court *“rests solely with the parties and their attorneys. The court clerk will not review each pleading or other paper for compliance with this provision.”* [California Rule of Court 1.201\(b\)\(3\)](#).

If a court order requires personal identifying information, the party may replace the personal information with an abbreviation. The party must file a confidential reference list ([Judicial Council form MC-120](#)) that provides the information redacted from the original document and the corresponding abbreviation. This list is confidential.

In addition, to any other sanctions permitted by law, the court may order any person, after written notice and an opportunity to be heard, to pay reasonable monetary sanctions to the court or an aggrieved person, or both, for failure without good cause to comply with this requirement. [See California Rule of Court 2.30\(b\)](#).

## RIVERSIDE SUPERIOR COURT

