

RULE OF JUDICIAL ADMINISTRATION 101.

Confidential Information. Public Access Policy for the Court of Common Pleas.

In Lebanon County, the following information is confidential and shall not be included in any document filed with a Court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers;
2. Financial Account Numbers, except an active financial account number may be identified by the last four (4) digits when the financial account is the subject of the case and cannot otherwise be identified;
3. Driver License Numbers;
4. State Identification (SID) 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.A. §6355); and
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.

This section is not applicable to cases that are sealed or exempted from public access pursuant to applicable authority.

Parties and their attorneys shall be solely responsible for complying with the provisions of this section and shall certify their compliance to the Court. The certification that shall accompany each filing shall be substantially in the following

form: "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."

Failure to comply with the requirements of the Public Access Policy may result in the matter being before the Court for hearing or sanctions.

The Confidential Information Form is available at www.lebcounty.org, www.pacourts.us or in the filing office. Additional forms including but not limited to the following:

- Confidential Document Form
- Abuse Victim Addendum
- Request for Clerical Error Correction

are available at www.pacourts.us/public-records.