

Information about the Confidential Information Form (CIF)

What is a CIF?

Most court files may be viewed by the public. Uniform Trial Court Rule (UTCRC) 2.130 requires certain confidential personal information to be protected from public disclosure. That is done by providing the information in a separate form. After you file your papers, the court keeps the form separate from the part of the court file that may be viewed by the public. The form is UTCRC Form 2.130.1, known as the Confidential Information Form, or CIF.

What information does a CIF make confidential?

- The information protected by the CIF is **social security numbers, birth dates, driver license numbers, and former legal names**. Also protected is the **name, address and telephone number of a party's employer**.
- The CIF should only be used to protect the information described above. There may be other information in your court papers that you do not want the public to be able to see, such as bank account or credit card numbers. The separate process for protecting that information is described in UTCRC 2.100. The instructions and forms can be viewed here: [UTCRC 2.100 Instructions](#) and [UTCRC 2.100 Long Form](#).

How do I know when I need to put information in the CIF?

When you file a document with the court that requires you to include the protected information listed above, that information must **only** be provided to the court in a CIF, and must not be listed in any other document to be filed. Where you would otherwise provide the information in the document to be filed, you must make a notation that the information has been provided in the CIF. For example, if a document requires a party's full social security to be listed, you must not list the social security number, but must instead write in the document that the information has been "separately filed under UTCRC 2.130." **The online court forms already include this notation where necessary.**

Do I need to file more than one CIF?

- In most cases, yes. You must fill out a CIF for yourself, and if the documents you are filing with the court require confidential personal information about the other party, you must also fill out a separate CIF with the other party's information. If your case involves minor children you should include their information in *your* CIF. You do not need a separate CIF for your minor children. You will; however, need to fill out a separate CIF for any children between you and the other party who are unmarried, and between the ages of 18 and 21. These children are considered legal parties to the case.
- If there is CIF information you do not know when you file your papers, but you learn it at a later and file a document that requires it; or if the information changes during your case, you must file an amended CIF that provides the new or updated information.
- The CIF rule requires you to redact – black out or erase – confidential personal information from any attachments to documents you file with the court, and to make a note on the attachment that the information has been provided in the CIF. The only time you must not segregate confidential personal information from a document, is when you are required to attach a court certified copy of a document. Documents that are required to be court certified must not be altered in any way.

Does the other party get copies of a CIF I file?

- You are not required to serve the CIFs on the other party, although you may share a CIF with the other party if you chose to do so. You *are* required to fill out UTCRC Form 2.130.2 Notice of Filing CIF and file it with the court. A copy of this Notice must be mailed or delivered to all parties to the case. A certificate of service must be filed with the court, showing the date the notice was mailed or delivered, and to whom. The Notice may be also served by process server, Sheriff, or third party. In this case, the proof of service form should list the Notice of Filing CIF as a document that was served.
- There are steps the other party and other people can go through to ask the court to allow them access to a CIF that you have filed. UTCRC 2.130 explains this process in detail. The CIF rule can be read at [UTCRC 2.130 CIF Rule and Forms](#).

Please Note: If your case already contains confidential personal information that was previously filed, those documents are not affected by this rule. The court is under no obligation to remove confidential personal information from any document; regardless of when it's filed. If you would like to remove confidential information from a document that's already been filed with the court, you will need to follow a separate process that is described in UTCRC 2.110(4), which you can read more about here: [UTCRC 2.110 Protected Personal Information Procedures](#). The form is available here: [UTCRC 2.110 Form](#)