

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR CLACKAMAS COUNTY

CIVIL Division – 807 Main St. Oregon City, OR 97045 503-655-8447  
(court's address and phone number)

Case name: _____	)	CASE No. _____
Plaintiff Name _____	)	UTCR 2.100 REQUEST TO
v.	)	SEGREGATE PROTECTED
_____	)	PERSONAL INFORMATION FROM
↑ <sup>ST</sup> Defendant Name	)	CONCURRENTLY FILED DOCUMENT

**IMPORTANT NOTE TO PERSON COMPLETING THIS REQUEST:** Except as specifically ordered by a court, this request and UTCR form 2.100.4b **cannot be used for contact information** (addresses, telephone numbers, employer identification, and similar information that can be used to contact someone, *see UTCR 2.100*). The type of information that can be protected by this form is limited to what is listed in UTCR 2.100.

**To the court:** Pursuant to UTCR 2.100, I request that the protected personal information in the form submitted with this request be segregated from information that the general public can see in the case noted above.

The protected personal information I request to be segregated is as follows:

A. The following is a <b>general</b> description of the protected personal information ( <i>example description: “my social security number” or “parent’s bank account number”</i> ). <b><u>Do not include specific protected personal information here.</u></b>	B. The following is the legal authority by which I believe this information may be exempt from public inspection ( <i>cite to statute, rule, case, etc.</i> ). Row numbers correspond to those in column A. Add rows in both columns as necessary.
1.	1.
2.	2.
3.	3.
4.	4.

**PERSON MAKING REQUEST MUST COMPLETE ALL THE FOLLOWING AS INDICATED:**

1. *(Initial to confirm)* \_\_\_\_\_ The specific protected personal information described above is provided on the attached UTCR 2.100 segregated information sheet.
2. *(Initial to confirm)* \_\_\_\_\_ I have segregated the information described above from another document or form that I am submitting at the same time, *(describe document or form)* \_\_\_\_\_, to keep the protected information from being available to the general public. I appropriately noted in that other document the places where information has been provided in the attached information sheet rather than in that document. *(No fee is charged when information is segregated at time of submission.)*
3. I *(initial one)* \_\_\_\_\_ have OR \_\_\_\_\_ have not attached a self-addressed, stamped postcard with language required by UTCR 2.100 so that the court can inform me of its response to this request.
4. *(Initial to confirm)* \_\_\_\_\_ I understand that while the protected personal information may be withheld from the general public if this request is granted, it may still be available to some persons and government agencies as described in UTCR 2.100.
5. *(Initial to confirm, "na" if not applicable)* \_\_\_\_\_ If this document was prepared by someone who is not an attorney, I have attached a completed document preparation certification that applies to both this request and the attached form as required by UTCR 2.010(7).
6. *(Initial to confirm)* \_\_\_\_\_ I will have copies of this request *(not including the attached UTCR Form 2.100.4b and its attachments)* mailed or delivered to the persons required by UTCR 2.080.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Date \_\_\_\_\_  
OSB# *(if applicable)* \_\_\_\_\_

Signature \_\_\_\_\_  
Type or print name \_\_\_\_\_

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For office use:

Request \_\_\_\_\_ granted OR \_\_\_\_\_ denied *(state reason)* \_\_\_\_\_

Date: \_\_\_\_\_

TRIAL COURT ADMINISTRATOR  
By \_\_\_\_\_