
CONFIDENTIAL INFORMATION FORM ("CIF") for FAMILY LAW CASES
Amended UTCR 2.130, effective 9/1/10

1. **Definition of "Confidential Personal Information"** = a party's or party's child's:
 - Social security number
 - Date of birth
 - Driver's license number
 - Employer's name, address, phone
 - Former legal names

2. **Types of Cases Covered.**

In family law cases (ORS chapters 25, 106, 107, 108, 109, 110, and 416), a party, including the Child Support Program (CSP), must file required "Confidential Personal Information" by using a CIF. (Note: civil stalking protective order proceedings, Elderly Persons and Persons With Disabilities Abuse Prevention Act cases (EPPWDAPA), and name changes are not covered.)

3. **Form.**

Parties must use a Confidential Information Form "substantially in the form" set out in UTCR Form 2.130.1.

4. **Public Inspection of CIFs.**

Courts must segregate the CIF from public inspection. In general, public inspection of CIFs is prohibited. See chart on next page.

4. **Access to the CIF - see chart on next page.**

5. **Notation on Documents.**

A party must make a note on the document, exhibit, or attachment where the information would otherwise appear stating that the information has been "separately filed under UCTR 2.130" or using other similar language.

6. **Service of Notice re: Filing of Confidential Information Form – UTCR Form 2.130.2.**

The party filing the CIF, including the Child Support Program, must mail or deliver a completed copy of a Notice re: Filing of Confidential Information Form on all parties. UTCR Form 2.130.2. Service of the CIF itself is no longer required.

7. **No Further Disclosure.**

Persons viewing CIFs filed with the court cannot further disclose the information unless allowed by law, or risk contempt of court.

8. **Requests to Inspect a CIF.**

A party may request inspection of a CIF under UTCR 2.130(10)(a) and a person other than a party may request inspection of a CIF under UTCR 2.130(10)(b). For limitation on inspections, see UTCR 2.130 (10)(c).

9. **Citation.**

UTCR 2.130 and Appendix (UTCR Forms 2.130.1 and 2.130.2)

Who can inspect?	YES - MAY VIEW CIF	NO - CANNOT VIEW CIF
Party Filing CIF	May always view his/her own CIF.	
Other Parties in the Case	<p>Other parties may view his/her own CIF even if filed by another party.</p> <p>Other parties may not view the CIF of another party EXCEPT ⇔ ⇔</p>	<p>(1) With a proper consent notarized by the party who is the subject of the CIF sought to be inspected. UTCR 2.130(6)(a) OR</p> <p>(2) If the court allows, after a party files a motion and affidavit for an order allowing inspection of another party's CIF. All parties must be served with the motion and affidavit and provided with an opportunity for objection and hearing. UTCR 2.130(10)(a)</p>
Child Support Program (CSP)	Always	
OJD staff	When required for work	When not required for work
Other Government Agencies	Whenever required or allowed by law for business purposes of those agencies	When not related to business purpose of agency
Public	Rare - ONLY with a proper consent notarized by the party who is the subject of the CIF sought to be inspected. UTCR 2.130(6)(c).	Almost always No.
Non-Parties	Rare - ONLY IF Court has ordered disclosure after notice/hearing to parties as described in UTCR 2.130(10)(b) or with a proper consent notarized by the party who is the subject of the CIF sought to be inspected. UTCR 2.130(6) (c).	Almost always No

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Adapted from materials prepared by:
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Multnomah County Circuit Court