

## 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 are 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, which can be read at:

<http://courts.oregon.gov/OJD/programs/utcr/utcrrules.page?>

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

When a document filed with the court requires you to include information protected by a CIF, 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 note that the information has been provided in the CIF. For example, if a document requires a party's full social security number to be listed, you must not list the social security number, but must instead make a note on the document that the information has been filed under UTCRC 2.130. **The online court forms already have that note on the form.**

### 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 children, you should include their information in *your* CIF. You do not need a separate CIF for your children.

If there is CIF information you do not know when you file your papers, 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 exception is when you are required to attach a court-certified document. Documents that are required to be court certified should 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, though you may share a CIF with the other party if you chose to do so. You *are* required to serve the other party with UTCR Form 2.130.2, which is a notice that a CIF has been filed. You must also file a certificate with the court showing that you served the other party with the notice that a CIF was filed.

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. UTCR 2.130 explains that process in detail, and also describes the circumstances under which the court must deny a request by someone else to view a CIF you have filed.

The CIF rule (UTCR 2.130) can be read at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

and you can find additional information about the rule at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

# **Amended Uniform Trial Court Rule (UTCRC) 2.130 – Family Law Confidential Personal Information**

**Effective Date: September 1, 2010**

## **Frequently Asked Questions (FAQs)**

### **1. What are the main differences between the current rule and the revised rule?**

- The definition of “confidential personal information” has been changed. In particular, addresses, telephone numbers, and email addresses are no longer considered confidential personal information. See Question #2.
- Confidential personal information must be redacted (blocked out) from exhibits and attachments except when the exhibit or attachment is required to be a court certified copy. See Questions #15 and #16.
- UTCRC 2.130.1, Family Law Confidential Information Form (CIF), has been revised and simplified.
- A party is no longer required to serve copies of CIFs on other parties to a case. Instead, service of new UTCRC Form 2.130.2, Notice re: Filing of Confidential Information Form, is required. See Question #20.
- The separate CIF for use by the Child Support Program has been deleted as part of the amendment of UTCRC 2.130. The Child Support Program will use a CIF similar in form to UTCRC Form 2.130.1. UTCRC Form 2.130.2 is now the Notice re: Filing of Confidential Information Form. See Question #20.

### **2. What information is included in the definition of Confidential Personal Information?**

Confidential personal information means a party’s or a party’s child’s social security number, date of birth, driver license number, former legal names, and employer’s name, address, and telephone number.

### **3. Are the names of children and their ages included in the definition of confidential personal information?**

No. In fact, judges and court staff may appreciate having the ages of children placed in documents where dates of birth have been removed to help them have a better understanding of the case and the relief requested.

### **4. How is “document” defined in this rule?**

UTCRC 2.130 refers to the definition of document in UTCRC 21.010(2). Essentially, a document is any paper filed with the court, including any exhibits or attachments filed with the paper.

**5. What types of cases are covered by UTCR 2.130?**

Cases filed under ORS chapter 25, 106, 107, 108, 109, 110, or 416 are covered by UTCR 2.130. These include child support cases, dissolution of marriage, custody proceedings involving unmarried parents, and paternity cases.

**6. Are civil stalking protective order cases and Elderly Persons and Person with Disabilities Abuse Prevention Act cases covered by UTCR 2.130?**

No. These cases do not come under the statutes referred to in Question #5 above.

**7. Are Family Abuse Prevention Act (FAPA) cases covered by UTCR 2.130.**

Yes. Keep in mind that the only items of "confidential personal information" required in a FAPA proceeding are the dates of birth of the parties and their children and information about the respondent's employer. Those pieces of confidential personal information should be placed in the CIF, and not in the restraining order petition or in the "Relevant Data" section of the restraining order. To clarify, in a FAPA case, the petitioner should only complete the sections in the CIF for dates of birth, and the respondent's employer's address, and not any other information that might inadvertently put Petitioner at risk.

Except for the Petitioner's and Respondent's birth dates and the address of Respondent's employer (which will be placed in the CIF), Petitioner should complete all other information requested in the Relevant Data section of the Restraining Order, as it is not confidential personal information. The information about the Respondent in the Relevant Data section aids the sheriff in serving the restraining order as quickly as possible.

Although there may be times the Petitioner will use his/her residential or employment address in the application, such as when a move-out order is requested or the Respondent already knows where the Petitioner resides, the Petitioner is not required to put his/her actual residential address anywhere on the forms. He/she may use a contact address and contact phone number wherever that information is requested. A contact address must be an address in the same state as where the Petitioner lives and where he/she can receive mail and check in frequently. This is the address and phone number where a party will be contacted, both by the court and the other party, when necessary. In either case, Petitioner should carefully consider his/her safety when deciding which address(es) to use in the petition and order.

**8. Are contempt filings under ORS chapter 33 covered by UTCR 2.130?**

If the contempt paperwork is filed in a case that was started under one of the statutes referred to in Question #5, UTCR 2.130 applies.

**9. How does UTCR 2.130 affect UTCR 2.100?**

UTCR 2.130 is now the only procedure parties must follow to segregate confidential personal information in family law cases, including Social Security numbers. Prior to the existence of UTCR 2.130, UTCR 2.100 was the required procedure to follow to segregate Social Security numbers from court documents in divorce cases. In light of UTCR 2.130, UTCR 2.100 was amended and no longer contains language relating to protection of Social Security numbers in divorce cases. Parties may choose to use the UTCR 2.100 process in addition to filing CIFs in order to protect additional information not covered by UTCR 2.130, such as bank account numbers.

**10. When must a party file a CIF?**

A party must complete and file a CIF whenever confidential personal information about a party is required by statute or rule to be included in a court document or in any exhibit or attachment (other than court certified copies. See Question #17) to a document in a case filed under the statutes referred to in Question #5 above. A party only has to complete the sections of the CIF asking for confidential personal information that is required by statute or rule to be in the specific document being prepared.

For example, when someone files a petition in a domestic relations case that involves child support, he/she would not be required by statute or rule at this stage to complete the section of the CIF regarding employer's name, address, and telephone number. However, at the end of the case, ORS 25.020(8)(a) requires that the employer's name, address and telephone number information be placed in the judgment. It would be at this time that the party filing the judgment would need to file amended CIFs for the obligee and obligor that includes their employment information, unless that information was already provided in a previous CIF. See Question 11.

**11. Can a party include all confidential personal information in a CIF at the time of filing a petition or motion, even if some of the information is not required until later?**

Yes. Nothing prevents a party from placing confidential personal information that is not actually required until the time the judgment is entered in a CIF filed with a petition or motion. Placing such information in the initial CIF may avoid the need for filing an amended CIF at a later date.

**12. When are amended CIFs required?**

Amended CIFs are required when a party files a document requiring confidential personal information about any party that has changed or has not been included in a previous CIF.

**13. How many CIFs must a party file?**

A party must file a CIF for him or herself and for every other party about whom confidential personal information is required by statute or rule to be in a document. This includes an adult child who is unmarried and is 18 years or older and under 21 years of age.

**14. Does a party have to place his/her minor children's information in other parties' CIFs?**

No. The party is only required to and should place the minor children's information in his/her own CIF. Information regarding non-joint children is not necessary and should not be placed in any CIF.

**15. What if a party does not know another party's confidential personal information?**

Parties should make an effort to find the other party's confidential personal information. If the information is not obtained, the party may indicate on the CIF that the information is "unknown" or "not available."

**16. What should a party do when filing an exhibit or attachment to a document that contains confidential personal information?**

Unless the party is filing a court certified document required by statute or rule, the party must redact information that is covered by the definition of confidential personal information. For example, when attaching a copy of a tax return, dates of birth and Social Security numbers must not be visible.

**17. How are court certified copies of documents that contain confidential personal information affected by UTCR 2.130?**

If a statute or rule requires the filing of a court certified copy of a document, the document must not be changed in any way, and confidential personal information cannot be redacted.

**18. Is a party required to do anything when confidential personal information is redacted from of a document, exhibit or attachment?**

Yes. 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 UTCR 2.130" or using other similar language.

**19. How does UTCR 2.130 affect ORS 18.042 (money award in judgments)?**

UTCR 2.130 does not apply to the information required in money awards under ORS 18.042. Therefore, a party must comply with ORS 18.042 and place the debtor's year of birth, the last 4 digits of the debtor's Social Security number, and the last 4 digits of the debtor's driver license number in the money award section of a judgment. When complete dates of birth, Social Security numbers, and driver license numbers are required by statute or rule to be placed in a document, the complete information still must be provided in a CIF and redacted from the document.

**20. Under the revised rule is service of the actual CIF required?**

No. Service of the actual CIF is no longer required. Instead, UTCR 2.130 requires that a party mail or deliver a notice to all other parties to the case that a CIF or an amended CIF containing their confidential personal information has been filed. The notice must be substantially in the form of UTCR Form 2.130.2 that is called a "Notice of Filing Confidential Information Form (CIF)." The UTCR 2.130.2 notice form can be found in the UTCR Appendix of Forms and on the OJD website in the Family Law Forms Packets.

The rule does not prevent a party from choosing to share his/her own CIF with another party or choosing to share with another party the CIF containing that party's information.

**21. How does the court know that a party has mailed or delivered the required notice (UTCR 2.130.2)?**

There is no specific form provided for proof of service of this notice. In most cases, a CIF or Amended CIF will be filed and served at the same time as a petition or motion. In that case, the usual proof of service that gets filed with the court should list a Notice of Filing of Confidential Information Form as one of the documents that was served.

If the notice is mailed or delivered by itself, a party may use a generic form of "Certificate of Service" from their local court or legal stationary store. In cases where the notice is sent by mail, a party can use the "Certificate of Mailing" form from packet 6A on the Statewide Family Law Forms page of the OJD website.

**22. Does a party have to provide copies of CIFs to the Child Support Program?**

Yes. Under UTCR 8.010(9)(b), a party in any case involving support must file with the court a copy of all of the parties' CIFs at the same time they file the original and a copy of the judgment. This is so the court can forward copies of these documents to the Child Support Program in Salem as required by UTCR 2.130(6)(f). Unless the Child Support Program receives copies of these documents, including the CIF, establishment of an account for enforcement and collection may be delayed.

**23. Can a member of the public see a CIF that has been filed with the court?**

The court is required to keep CIFs separate from documents that are available for public inspection, and in general, CIFs are not available to the public. For more information, see Questions #24 – #28.

**24. Who can view/inspect a CIF that has been filed with the court?**

The following persons/agencies may view the CIF without a court order: The party who filed the CIFs, a party whose information is contained in the CIF (even if filed by another party), Oregon court personnel, support enforcement agencies, and other government agencies such as law enforcement.

**25. Can a party give permission to another party or person the right to inspect his/her CIF that has been filed with the court?**

Yes. A party may give another party or person permission to see his/her CIF that has been filed with the court. The court will only allow someone other than the party who filed the CIF or whose information is contained in the CIF to view the CIF if he/she files a written consent. The consent must be signed, dated, and notarized by the party whose information is protected in the CIF and must include the dates during which the consent is effective. A sample is available on the OJD Family Law Home web site.

This rule does not prevent a party from choosing to directly share his/her own CIF with another party or choosing to share with another party the CIF containing that party's information.

**26. Is there a special consent form to use?**

No. A party will need to prepare a paper that says the party is giving the court permission to let another party or person see his/her own CIF. As noted in Question #25, the consent must be signed, dated, and notarized and must include the dates during which the consent is effective.

**27. What can a party do when he/she needs information contained in another party's CIF and that party will not allow him/her to view the CIF?**

A party to the case may file a motion and affidavit with the court to request an order allowing inspection of another party's CIF. All parties to the case must be properly served with the motion and affidavit and must have an opportunity to object to the request and have a hearing. Each court may have a different procedure for objecting and setting a hearing. Please contact your court directly for more information.

**28. If a person who is not a party to a case believes he/she has a legal right to see a CIF, what can he/she do?**

Any person not a party to the case may file a written request and supporting affidavit asking to inspect a CIF. All parties in the case must be served properly in the manner prescribed for service of summons in a civil action and have opportunity for a hearing.

**29. When must the court deny someone's request to inspect a CIF?**

The court must deny a motion or request to inspect a CIF if:

- a Finding of Risk and Order for Nondisclosure of Information has been entered by the Administrator of the Oregon Child Support Program for a party whose CIF is sought to be inspected, **or**
- a restraining order or other protective order is in effect that protects the party or the party's child/ren from the person requesting inspection of the CIF, **or**
- the court finds that the health, safety or liberty of a party or the party's child/ren whose CIF is sought to be inspected would be jeopardized or unreasonably be put at risk by disclosure of the CIF.

**30. Does UTCR 2.130 affect documents that are already filed with the court?**

No. UTCR 2.130 does not affect documents that have already been filed. The court is under no obligation to search for or redact information from a document that has already been filed in a case.

**31. What can a party do if he/she wants to redact confidential personal information from a document that was filed before UTCR 2.130 went into effect or that was mistakenly included in a document?**

UTCR 2.110 describes the procedure that a party can use to ask the court to redact confidential personal information from a document that already exists in a court case file and to ask the court to keep that information from public inspection.

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**SFLAC CIF Work Group**

## 2.130 FAMILY LAW CONFIDENTIAL PERSONAL INFORMATION

### (1) Definitions. As used in this rule:

- (a) “Confidential personal information” means a party’s or a party’s child’s social security number; date of birth; driver license number; former legal names; and employer’s name, address, and telephone number.
- (b) “Confidential Information Form” (CIF) means a document substantially in the form provided in UTCR Form 2.130.1.
- (c) “Inspect” means the ability to review and copy a CIF to the same extent as any other document contained in a court file.
- (d) “Document” has the same meaning as used in UTCR 21.010(2).

### (2) Mandatory Use of the CIF.

- (a) When confidential personal information is required by statute or rule to be included in any document filed in a proceeding initiated under ORS chapters 25, 106, 107, 108, 109, 110, or 416, the party providing the information:
  - (i) must file the information in a CIF,
  - (ii) must not include the information in any document filed with the court, and
  - (iii) must redact the information from any exhibit or attachment to a document filed with the court, but must not redact the information from a court-certified document required to be filed by statute or rule.
- (b) This rule does not apply to the information required in a money award under ORS 18.042.
- (c) Documents filed in a contempt action filed in a proceeding under ORS chapters 25, 106, 107, 108, 109, 110, or 416 are also subject to this rule.
- (d) A party must file a separate CIF for each person about whom the party is required to provide confidential personal information.
- (e) The confidential personal information of a minor child must be included in the CIF of the party providing the information.

### (3) Amending the CIF. A party must file an amended CIF when filing a document requiring confidential personal information about any party that has changed or is not contained in a previous CIF.

### (4) Form. A CIF or an amended CIF must be substantially in the form provided in UTCR Form 2.130.1.

- (5) Segregation. The court must segregate the CIF from documents that are subject to public inspection. Public inspection of a CIF is prohibited except as authorized by this rule or other provision of law.
- (6) Access and Confidentiality.
  - (a) A party may inspect a CIF that was filed by that party.
  - (b) A party to a proceeding may inspect a CIF filed by another party:
    - (i) upon filing a written, notarized consent signed and dated by the party whose information is to be inspected that states the dates during which the consent is effective; or
    - (ii) upon entry of an order allowing inspection under UTCR 2.130(10)(a); or
    - (iii) if the CIF sought to be inspected contains only the inspecting party's confidential personal information.
  - (c) A person other than a party to the proceeding may inspect a CIF upon filing a written, notarized consent signed and dated by the party whose information is to be inspected. The consent must state the dates during which the consent is effective.
  - (d) This rule does not limit a person's legal right to inspect a CIF as otherwise allowed by statute or rule.
  - (e) Oregon Judicial Department personnel may have access to a CIF when required for court business.
  - (f) Courts will share a CIF with the entity primarily responsible for providing support enforcement services under ORS 25.080 or 42 USC 666. A person receiving information under this section must maintain its confidentiality as required by ORS 25.260(2) and 192.502(10).
  - (g) Courts will share a CIF with other government agencies as required or allowed by law for agency business. Those agencies must maintain the confidentiality of the information as required by ORS 192.502(10).
  - (h) Unless otherwise ordered or authorized by law, any person inspecting a CIF must not further disclose the confidential personal information. Violation of this provision may subject a person to contempt of court under ORS 33.015 to 33.155.
- (7) Notation on Documents. When a statute or rule requires a party to provide confidential personal information in a document filed with the court, the party must not provide the information in the document and must note on the document that the information has been separately filed under UTCR 2.130.
- (8) Mail or Delivery to Other Parties. A party filing an original or amended CIF must mail or deliver notice to all parties to the proceeding that a CIF or amended CIF has been filed and must file a certificate of mailing or delivery. The notice must be substantially in the form provided in UTCR Form 2.130.2.

(9) Court Under No Obligation to Review File for Protected Information. Subject to UTCR 2.110, the court is not required to redact confidential personal information from any document, regardless of when filed.

(10) Motion or Request to Inspect a CIF.

- (a) A party may file a motion and supporting affidavit for an order allowing inspection of a CIF containing the confidential personal information of another party. The court may grant the motion only after service on all parties and an opportunity for objection and hearing.
- (b) Any person not a party to the proceeding may file a request and supporting affidavit requesting inspection of a CIF. The person must serve the request and supporting affidavit on all parties to the proceeding in the manner prescribed for service of summons in a civil action or by certified mail, return receipt requested. The court must allow the requesting person to inspect the CIF if the court finds, after notice and an opportunity for a hearing, that the requesting person is legally entitled to inspect the CIF, subject to subsection (c) below.
- (c) The court must deny a motion or request to inspect a CIF if the court finds any of the following:
  - (i) A Finding of Risk and Order for Nondisclosure of Information has been entered by the Administrator of the Oregon Child Support Program under OAR 137-055-1160 for the party whose CIF is sought to be inspected.
  - (ii) A restraining order or other protective order is in effect that protects the party or the party's children from the person requesting inspection of the CIF.
  - (iii) The health, safety, or liberty of the party or the party's children whose CIF is sought to be inspected would be jeopardized or unreasonably put at risk by disclosure of the CIF to another person.
- (d) If the court grants a motion or request for an order allowing inspection of a CIF,
  - (i) the court may limit the extent of disclosure and may enter such protective orders as are necessary to balance the personal, privacy, and safety interests of the parties or children with the legal interest of the person seeking access; and
  - (ii) the requesting party must mail or deliver a copy of the order to all other parties and must file a certificate of mailing or delivery.

(11) Other Court Orders.

- (a) This rule is not the exclusive means for a court to protect personal information from public inspection.
- (b) Nothing in this rule:
  - (i) Precludes a court from protecting information by appropriate court order.

- (ii) Limits procedures for identifying and protecting contact information of crime victims that is submitted to courts for processing restitution payments when restitution is sought and the information about a crime victim is kept confidential under ORS 18.048(2)(b).
- (iii) Limits the availability of procedures for protecting information, other than confidential personal information protected by this rule, under ORS 25.020(8)(d), 109.767(5), 110.375, 192.445, or any other rule or law.

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR \_\_\_\_\_ COUNTY

\_\_\_\_\_ )  
 )  
 \_\_\_\_\_ )  
 Petitioner  Co-Petitioner, )  
 )  
 and )  
 )  
 \_\_\_\_\_ )  
 Respondent  Co-Petitioner. )  
 )  
 )  
 \_\_\_\_\_ )  
 Child At Least 18 But Under 21 )  
 Other \_\_\_\_\_ )

Case No.: \_\_\_\_\_

**NOTICE OF FILING OF**  
 **CONFIDENTIAL INFORMATION FORM (CIF)**  
 **AMENDED CIF**

**NOTICE: Confidential Information Form Has Been Filed**

- Uniform Trial Court Rule (UTCRC) 2.130 requires that parties to domestic relations cases place certain information about themselves and other parties in a CIF when such information is required in a document filed with the court.
- The CIF is not available for public inspection except as authorized by law.
- Parties are allowed to see a CIF that contains information about them.
- A party who wants to see a CIF that contains information about another party must ask for permission from the court or the other party by following the procedures set out in UTCRC 2.130.

**I am the (check one box):**

Petitioner  Respondent  Co-Petitioner \_\_\_\_\_  
 Child at least 18 but under 21: \_\_\_\_\_  
 Other: \_\_\_\_\_

**I filed Confidential Information Forms with the court about the following parties to this case**

*(complete a section for each party for whom you have filled out a CIF):*

1) Name (Last, First, Middle): \_\_\_\_\_  
 Petitioner  Respondent  Co-Petitioner  Adult Child  Other: \_\_\_\_\_

Confidential Personal Information contained in CIF (check all that apply):

party's social security number,  party's date of birth,  children's social security number,  
 children's date of birth,  employer's name, address, and telephone number,  driver license number,  
 former legal name(s).

2) Name (Last, First, Middle): \_\_\_\_\_  
 Petitioner  Respondent  Co-Petitioner  Adult Child  Other: \_\_\_\_\_

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number,  party's date of birth,  children's social security number,
- children's date of birth,  employer's name, address, and telephone number,  driver license number,
- former legal name(s).

3) Name (Last, First, Middle): \_\_\_\_\_  
 Petitioner  Respondent  Co-Petitioner  Adult Child  Other: \_\_\_\_\_

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number,  party's date of birth,  children's social security number,
- children's date of birth,  employer's name, address, and telephone number,  driver license number,
- former legal name(s).

4) Name (Last, First, Middle): \_\_\_\_\_  
 Petitioner  Respondent  Co-Petitioner  Adult Child  Other: \_\_\_\_\_

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number,  party's date of birth,  children's social security number,
- children's date of birth,  employer's name, address, and telephone number,  driver license number,
- former legal name(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Signature

Print Name

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Contact Address

City, State, Zip

Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR \_\_\_\_\_ COUNTY

\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  Petitioner  Co-Petitioner,  
and \_\_\_\_\_)   
\_\_\_\_\_)   
\_\_\_\_\_)  Respondent  Co-Petitioner.  
\_\_\_\_\_)   
\_\_\_\_\_)  Child At Least 18 But Under 21  
\_\_\_\_\_)  Other \_\_\_\_\_)

Case No.: \_\_\_\_\_

**FAMILY LAW CONFIDENTIAL INFORMATION  
FORM (CIF)**  
 Amended CIF

**This document is not accessible to the public  
or other parties. Exceptions may apply. See  
UTCRC 2.130.**

**ATTENTION COURT STAFF: THIS IS A RESTRICTED-ACCESS  
DOCUMENT.**

The information below is about:  Petitioner  Respondent  Co-Petitioner \_\_\_\_\_

Child at least 18 but under 21: \_\_\_\_\_

Other: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

**The names of the parties and the children, as well as the children's ages, are NOT confidential.**

|   |
|---|
| Former Legal Name(s) (if applicable):           |
| Date of Birth:                                  |
| Social Security Number:                         |
| Driver License (Number and State):              |
| Employer's Name, Address, and Telephone Number: |

Children's Names (Last, First, Middle)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Date of Birth | Social Security Number |
|---------------|------------------------|
|               |                        |
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|               |                        |

Please attach an additional sheet if there are more than five children involved in the proceeding.

**I hereby declare that the above statements are true to the best of my knowledge and belief and that I understand they are made for use as evidence in court and are subject to penalty for perjury.**

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

Type or Print Name: \_\_\_\_\_

**COMPLETED AND SUBMITTED BY:**

Petitioner  Respondent  Co-Petitioner \_\_\_\_\_

Child who is at least 18 and under 21: \_\_\_\_\_

Other: \_\_\_\_\_

**NOTE TO COURT STAFF: Unless ordered or authorized under UTCR 2.130, this Confidential Information Form is not available to the opposing party or his/her attorney, or to the public; except for the state.**

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR \_\_\_\_\_ COUNTY

|   |   |                                     |
|---|---|-------------------------------------|
| _____ )   | ) |                                     |
| _____ )   | ) | Case No. _____                      |
| <input type="checkbox"/> Petitioner <input type="checkbox"/> Co-Petitioner, ) | ) |                                     |
| And _____ )   | ) | <b>CONSENT TO VIEW CONFIDENTIAL</b> |
| _____ )   | ) | <b>INFORMATION FORM (CIF)</b>       |
| <input type="checkbox"/> Respondent <input type="checkbox"/> Co-Petitioner. ) | ) |                                     |
| _____ )   | ) |                                     |
| <input type="checkbox"/> Child At Least 18 But Under 21 )                     | ) |                                     |
| <input type="checkbox"/> Other _____ )  | ) |                                     |

**IMPORTANT NOTE:** ANY PERSON INSPECTING A CIF MUST NOT FURTHER DISCLOSE THE CONFIDENTIAL PERSONAL INFORMATION. VIOLATION MAY SUBJECT A PERSON TO CONTEMPT OF COURT UNDER ORS 33.015-33.155

I, \_\_\_\_\_, am a party to this case. I authorize the court to permit \_\_\_\_\_ (*name of person you are giving permission to*) to inspect the Confidential Information Form on file in the above-numbered case **that contains only my confidential personal information.** This written consent is good for the following dates: Beginning \_\_\_\_\_ and ending \_\_\_\_\_.

|                             |                       |
|-----------------------------|-----------------------|
| _____<br>Signature of Party | _____<br>Printed Name |
| STATE OF OREGON )           | )                     |
| County of _____ )           | )                     |

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_  
(*Print Name of Party*)

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON/COURT CLERK  
My commission expires: \_\_\_\_\_

Consent to Inspect Confidential Information Form- **FOR COURT USE ONLY:**  
Identification of inspecting person verified? Yes / No Initials of clerk \_\_\_\_\_ Date \_\_\_\_\_



**UTCR Changes re Confidential Information Forms (CIFs)  
Affecting Family Law Documents**

**A. MONEY AWARD SECTIONS**

ORS 18.042 requires that money award sections in judgments must contain specific content, including the following:

- Name and address for each Judgment Creditor
- Name and address for each Judgment Debtor (if known),
- Name, address, and phone number of attorney (if any) for each Judgment Creditor,
- Name of attorney for each Judgment Debtor (if known)
- Year of birth for each Judgment Debtor (if known),
- Final four digits of social security numbers for each Judgment Debtor (if known), (or the full Tax Identification number for each Judgment Debtor, if known), and
- The state of issuance and the final four digits of driver's license numbers for each Judgment Debtor (if known).

**Changes to UTCR 2.130 effective on September 1, 2010, explicitly make the CIF procedure inapplicable to money awards.** Therefore, the information bulleted above must be set out in the money award section of a judgment. Language in the money award section that states "Refer to CIF" (or something similar) is no longer appropriate.

**B. WHAT MUST BE IN A CIF?**

Anything the new UTCR defines as "confidential personal information." Under the new rule, these items are:

- Party's or a party's child's SSN
- Party's or a party's child's date of birth
- Driver license number
- Former legal names
- Employer's name, address and telephone number

Do not place addresses or telephone numbers in CIFs, effective 9/1/10. However, you may use contact or mailing addresses in a court document whenever an address is required for family law cases. See ORS 25.011.

Refer to the CIF in the document where the required information would otherwise appear. Language such as "Separately filed under UTCR 2.130," "See CIF," or similar words are appropriate.

**C. WHAT ABOUT INFORMATION REQUIRED IN CHILD SUPPORT ORDERS/JUDGMENTS?**

ORS 25.020(8)(a) sets out required content for child support orders and judgments. Information required under this statute is not part of the money award section and therefore must be provided in a CIF if that particular item is "confidential personal information" as defined by the CIF rule. (See B., above)

Information required by ORS 25.020(8)(a) for inclusion child support orders/judgments includes:

|  | <i>Place in CIF?</i> |             |
|--|----------------------|-------------|
| Residence/mailling/contact address of each party         | No                   |             |
| Social Security number of each party                     |                      | Yes         |
| Telephone number of each party                           | No                   |             |
| Driver license number of each party                      |                      | Yes         |
| Name/address/telephone number of employers of each party |                      | Yes         |
| Names and dates of birth of all joint children           | No re name           | Yes re DOB* |

\* Consider placing the age (e.g., "age 3 years") in the document to help provide the judge with context for proposed rulings.

**NOTE:** The Court is required to provide a copy of the CIF to the Oregon Child Support Program. UTCR 8.010(9) therefore requires the filing party to supply the extra copy of the judgment **and CIF** to the court for this purpose.