



**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.