

**Rule 5.2. Privacy Protection For Filings Made with the Court**

- (a) **Redacted Filings.** Unless the court orders otherwise, in an electronic or paper filing with the court that contains an individual’s social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, a party or nonparty making the filing may include only:
- (1) the last four digits of the social-security number and taxpayer-identification number;
  - (2) the year of the individual’s birth;
  - (3) the minor’s initials; and
  - (4) the last four digits of the financial-account number.
- (b) **Exemptions from the Redaction Requirement.** The redaction requirement does not apply to the following:
- (1) a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
  - (2) the record of an administrative or agency proceeding;
  - (3) the official record of a state-court proceeding;
  - (4) the record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed; and
  - (5) a filing covered by RCFC 5.2(d).
- (c) **Limitations on Remote Access to Electronic Files; Social-Security Appeals and Immigration Cases.** [Not used.]
- (d) **Filings Made Under Seal.** The court may order that a filing be made under seal without redaction. The court may later unseal the filing or order the person who made the filing to file a redacted version for the public record.
- (e) **Protective Orders.** For good cause, the court may by order in a case:
- (1) require redaction of additional information; or
  - (2) limit or prohibit a nonparty’s remote electronic access to a document filed with the court.
- (f) **Option for Additional Unredacted Filing**

**Under Seal.** A person making a redacted filing may also file an unredacted copy under seal. The court must retain the unredacted copy as part of the record.

- (g) **Option for Filing a Reference List.** A filing that contains redacted information may be filed together with a reference list that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item listed. The list must be filed under seal and may be amended as of right. Any reference in the case to a listed identifier will be construed to refer to the corresponding item of information.
- (h) **Waiver of Protection of Identifiers.** A person waives the protection of RCFC 5.2(a) as to the person’s own information by filing it without redaction and not under seal.

(Added Nov. 3, 2008.)

**Rules Committee Note  
2008 Adoption**

New RCFC 5.2 has been added to correspond to the adoption of the same rule in the FRCP (which became effective December 1, 2007). (The redaction of personal information as addressed in RCFC 5.2 also appears in Appendix E (“Electronic Case Filing Procedure”), paragraph 26 (“Personal Information”).)

**Rule 5.3. Proof of Service**

- (a) **In General.** Service is made by the party, attorney of record, or any other person acting under the attorney of record’s direction by executing a certificate of service containing the following information:
- (1) the day and manner of service;
  - (2) the person or entity served; and
  - (3) the method of service employed, e.g., in person, by mail, or by electronic or other means.
- (b) **Attaching the Certificate of Service.** The certificate of service must be attached to the end of any original document, including an appendix, and to any copies of that document.