



2.100 PROTECTED PERSONAL INFORMATION, NOT CONTACT INFORMATION,  
REQUIREMENTS AND PROCEDURES TO SEGREGATE WHEN SUBMITTING

(1) \* \* \*

\* \* \* \* \*

(4) Procedure to follow. A person may only request protected personal information be segregated and protected under this rule when submitting it to a court in a case. The procedures under this rule may be used to identify and separately present protected personal information from any submitted document or form that is used to give information to a court. To do so, a person must do *[all of]* the following:

(a) \* \* \*

(b) Complete an affidavit in substantially the form provided in UTCR Form 2.100.4a. **If the person is requesting segregation of only social security numbers, the person may use the alternative form of affidavit provided in UTCR Form 2.100.4c.** The affidavit:

(i) Need not be notarized but must be signed by the requestor and contain language that the person knowingly gives the information under an oath or affirmation attesting to the truth of what is stated and subject to sanction by law if the person provides false information to the court.

(ii) Must describe generally the protected personal information and set out the legal authority for protecting the information.

(c) Complete an information sheet in substantially the form provided in UTCR Form 2.100.4b to duplicate the protected personal information sought to be segregated and attach the information sheet to the affidavit. **If the person is requesting segregation of only social security numbers, the person may use the alternative information sheet form provided in UTCR Form 2.100.4d.**

(d) \* \* \*

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(5) \* \* \*

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