



**Office of Judicial Records - Civil  
First Judicial District of Pennsylvania**

## **Informational Guide for Confidential Information and Documents**

All litigants must identify confidential information and confidential documents as required by the [Case Records Public Access Policy of the Unified Judicial System of Pennsylvania](https://www.pacourts.us/Storage/media/pdfs/20210515/224512-file-7031.pdf) (<https://www.pacourts.us/Storage/media/pdfs/20210515/224512-file-7031.pdf>.)

- Confidential information is defined as: social security numbers; *financial account numbers*, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified; driver's license numbers; state identification (SID) numbers; *minors'* names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6535); and *abuse victim's* address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name.
- Confidential documents are defined as: *financial source documents*; *minors'* educational records; *medical and psychological records*; children and youth services' records; marital property inventory and pre-trial statements as provided in Pa.R.C.P. No. 1920.33; income and expense statements as provided in Pa.R.C.P. No. 1910.27(c); and agreements between the parties as used in 23 Pa.C.S. § 3105.

Please note, the italicized terms are explicitly defined in Section 1.0 of the Policy.

For more information about how to file documents containing confidential information and confidential documents with the court, please visit the [UJS Public Access Policy](https://www.courts.phila.gov/common-pleas/trial/civil/) (<https://www.courts.phila.gov/common-pleas/trial/civil/>). You can also visit [Public Records Videos](https://www.pacourts.us/public-records/public-records-videos) (<https://www.pacourts.us/public-records/public-records-videos>) for an overview of the case records public access policy.

**Please note: All forms and policies referenced in this document are available in the Civil Filing Center, Room 296, City Hall.**

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**NOTICE:** This document is not intended to be legal advice or take the place of an attorney. If you need assistance finding an attorney, our court staff can give you information on legal service organizations that may be able to help you.