

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 15-14**

Confidential Form and Privacy Policy Regarding Personal Identifiers

Supersedes Administrative Order 04-14

WHEREAS, the Superior Court implemented a comprehensive integrated case management system (“IJIS”); and

WHEREAS, the District of Columbia Family Court Act of 2001 requires that, to the greatest extent practicable, feasible, and lawful, parties in the Family Court who are members of the same immediate family or household be assigned to the same judicial officer; and

WHEREAS, the Superior Court serves as an entering agency for the Washington Area Law Enforcement System (“WALES”) and the National Crime Information Center (“NCIC”) databases; and

WHEREAS, standardized and accurate identifying information is critical for consolidating identities and maintaining a streamlined IJIS, for identifying related cases in furtherance of the Family Court “One Family, One Judge” requirement, and for complying with WALES/NCIC requirements; and

WHEREAS, the Superior Court recognizes parties’ privacy and security concerns;

NOW THEREFORE, it is by the Court,

ORDERED, that divisions of the Superior Court shall create and provide parties with a confidential form for the collection of parties’ identifying information, including names, addresses, telephone numbers, dates of birth, social security numbers, and driver’s license numbers (“Confidential Form”); and it is further

ORDERED, that a party, filing a case in the Superior Court, shall submit the Confidential Form with any initial pleading except for a charging document; and it is further

ORDERED, that, on the Confidential Form, the party shall provide, if known, parties’ names, addresses,¹ telephone numbers, and dates of birth; and it is further

ORDERED, that a party shall provide social security numbers when required by law; and it is further

ORDERED, that, if any identifying information becomes available after the case has been initiated, the party shall submit an updated Confidential Form; and it is further

¹ This Administrative Order does not affect a party’s ability to provide a confidential or substitute address when allowed by rule.

ORDERED, that any date of birth, social security number, or driver's license number provided on the Confidential Form shall be kept confidential, shall not be made part of any public record, and shall be used only for the Superior Court's internal business purposes; and it is further

ORDERED, that the Confidential Form shall not be retained in the case file and shall be shredded or otherwise destroyed within a reasonable time after the case is entered into IJIS.

SO ORDERED.

BY THE COURT

August 28, 2015

/s/

Lee F. Satterfield
Chief Judge

Copies to:

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Senior Judges
Magistrate Judges
Executive Officer
Clerk of the Court
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Daily Washington Law Reporter
Laura Wait, Assistant General Counsel