

# District of Columbia Court of Appeals

## REDACTION CERTIFICATE DISCLOSURE FORM

**Pursuant to Administrative Order No. M-274-21 (amended June 17, 2024), this certificate must be filed in all cases with all briefs and motions submitted in all cases designated with a “CV” docketing number, to include Civil I, Collections, Contracts, General Civil, Landlord and Tenant, Liens, Malpractice, Merit Personnel, Other Civil, Property, Real Property, Torts and Vehicle Cases. This form only needs to be filed once and should be filed under “Redaction Certification Form” on Ctrack.**

If you are incarcerated, are not represented by an attorney (also called being “pro se”), and not able to redact your brief or motion, please initial the box below at “No. 7” to certify you are unable to file a redacted brief or motion. Once Box “No. 7” is checked, you do not need to file a separate motion to request leave to file an unredacted brief.

I \_\_\_\_\_ certify [as the attorney for my client, or on behalf of OAG/PDS/USAO/other institutional litigant] that [I/institutional litigant] will review the guidelines outlined in Administrative Order No. M-274-21, amended June 17, 2024, and Super. Ct. Civ. R. 5.2, and I, or any later assigned attorney, will be sure the following information will be redacted from any subsequent briefs and motions filed in this case:

1. All information listed in Super. Ct. Civ. R. 5.2(a); including:

- An individual’s social-security number
- Taxpayer-identification number
- Driver’s license or non-driver’s’ license identification card number
- Birth date
- The name of an individual known to be a minor
- Financial account numbers, except that a party or nonparty making the filing may include the following:

- (1) the acronym “SS#” where the individual’s social-security number would have been included;
- (2) the acronym “TID#” where the individual’s taxpayer-

- identification number would have been included;
- (3) the acronym “DL#” or “NDL#” where the individual’s driver’s license or non-driver’s license identification card number would have been included;
- (4) the year of the individual’s birth;
- (5) the minor’s initials; and
- (6) the last four digits of the financial-account number.

- 2. Any information revealing the identity of an individual receiving mental-health services.
- 3. Any information revealing the identity of an individual receiving or under evaluation for substance-use-disorder services.
- 4. Information about protection orders, restraining orders, and injunctions that “would be likely to publicly reveal the identity or location of the protected party,” 18 U.S.C. § 2265(d)(3) (prohibiting public disclosure on the internet of such information); *see also* 18 U.S.C. § 2266(5) (defining “protection order” to include, among other things, civil and criminal orders for the purpose of preventing violent or threatening acts, harassment, sexual violence, contact, communication, or proximity) (both provisions attached).
- 5. Any names of victims of sexual offenses except the brief may use initials when referring to victims of sexual offenses.
- 6. Any other information required by law to be kept confidential or protected from public disclosure.
- 7. I certify that I am incarcerated, I am not represented by an attorney (also called being “pro se”), and I am not able to redact any filings. This form will be independently filed as record of this notice and the filing will be unavailable for viewing through online public access**

Initial here

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Case Number(s)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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Email Address