

**Rule 15. Social Security Numbers in Pleadings and Related Matters.**

(a) Applicability. This rule applies to all documents filed with the court in all cases except civil cases. The confidential treatment of an individual's Social Security number in civil case court filings is separately provided for in Rule 138.

(b) Unless otherwise required by law or ordered by the court, parties shall not include Social Security numbers in documents filed with the court, including exhibits thereto, whether filed electronically or in paper. If disclosure of an individual's Social Security number is required for a particular filing, only the last four digits of that number shall be used. The filing must be accompanied by a Notice of Confidential Information Within Court Filing, prepared by utilizing, or substantially adopting the appearance and content of, the form provided in the Article I Forms Appendix, which shall identify the full Social Security number and shall remain confidential, except as to the parties or as the court may direct.

(c) Neither the court, nor the clerk, will review each pleading for compliance with this rule. If a pleading is filed without redaction, a party or identified person may move the court to order redaction. If the court finds the inclusion of the Social Security number was willful, the court may award the prevailing party reasonable expenses, including attorney fees and court costs, incurred in making or opposing the motion.

(d) This rule does not require any party, attorney, clerk or judicial officer to redact information from a court record that was filed prior to the adoption of this rule; provided, however, that a party may request that a Social Security number be redacted in a matter that preceded the adoption of this rule.

Adopted October 4, 2011, effective January 1, 2012; [renumbered April 26, 2012, eff. immediately;](#)  
[amended Dec. 24, 2013, eff. Jan. 1, 2014;](#) [amended June 22, 2017, eff. July 1, 2017.](#)

Committee Comment  
(October 4, 2011)

This rule was adopted pursuant to section 40 of the Identity Protection Act (5 ILCS 179/40 (West 2010)).