

Draft Minutes of the
Committee on Judicial Information Policy
Sensitive Data Form Subcommittee
November 2, 2009

Those present: Atty. Jorene Couture, Atty. Daniel Horwitch (chair), Atty. Alice Mastrony and Mr. Donald Turnbull

The meeting was called to order at 9:35 AM by Atty. Horwitch.

1. Introduction of members – The members of the subcommittee had already met so no further introductions were necessary.
2. Review of Subcommittee Charge – Atty. Horwitch reviewed the charge of the subcommittee. The full Committee is proposing an addition to the new Section 4-7 of the Practice Book. The rule directs filers not to include personal identifying information in documents filed with the court and to redact (white-out or black-out) that information if it is present, unless otherwise required by law or ordered by the court. Personal identifying information is defined in this new section. The charge of the subcommittee is to develop a form to be used for filing personal identifying information with the court when the law requires it or a court orders it.
3. Discussion of development of a draft form – The subcommittee discussed the options that are available for submitting and storing personal identifying information, including entering the information as data elements, which can be encrypted, or storing the information in a form in the database, with the form itself being encrypted. Discussion also ensued as to who would do data entry, and what would be done in the case of attorneys with an exclusion and self-represented parties, since they would be submitting the sensitive data form on paper. Mr. Turnbull will provide additional information on the process of encrypting a PDF of the form.

The group reviewed the draft of the sensitive data form that had been drafted by Atty. Horwitch after his review of similar forms from other states. Suggestions were made for revising portions of the draft. The revised draft will be prepared and provided to the subcommittee.

The subcommittee also raised some questions with respect to the proposed additions to the current rule, such as the need to exclude certain documents from the application of the rule.

3. Future Meetings – Once the revised draft is prepared, the subcommittee will determine whether an additional meeting is necessary.

The meeting adjourned at 10:45 AM.