



Tiffany Moore Russell
Clerk of the Circuit and County Courts
Orange County • Florida

In accordance with a recent amendment by the Florida Supreme Court, to Rule of Judicial Administration 2.420, “the clerk will not be required to identify and designate information as confidential,” in circuit civil, county civil, and small claims court documents.

Starting July 1, 2021, the Florida Supreme Court will make filers responsible for ensuring their information is kept confidential in civil court documents.

All filers, including attorneys and self-represented litigants, will be required to:

- **File a Notice of Confidential Information (found below, starting on page 3)** in circuit civil, county civil, and small claims court cases when filing documents with Social Security numbers, bank account numbers, or other confidential information;
- **Identify the precise location(s) of confidential information** within the document, including each page number on which it appears; and
- **Identify the type of confidential information or provision** that applies to the identified information.

Here is what is confidential according to Florida Rule 2.420(d);

- Records relating to dependency matters, termination of parental rights, guardian ad litem, child abuse, neglect, and abandonment.
- Adoption records.
- Social Security, bank account, charge, debit, and credit card numbers.
- HIV test results and the identity of any person upon whom an HIV test has been performed.
- Records, including test results, held by the Department of Health or its authorized representatives relating to sexually transmissible diseases.
- Birth records and portions of death and fetal death records.
- Information that can be used to identify a minor petitioning for a waiver of parental or guardian notice or consent when seeking to terminate a pregnancy.
- Clinical records under the Baker Act, and all petitions, court orders, and related records under the Baker Act, including all personal identifying information of a person subject to the Act
- Records of substance abuse service providers which pertain to the identity, diagnosis, and prognosis of and service provision to individuals and all petitions, court orders, and related records for involuntary assessment and stabilization of an individual.
- Clinical records of criminal defendants found incompetent to proceed or acquitted by reason of insanity.
- Estate inventories and accountings.
- The victim's address in a domestic violence action on petitioner's request.
- Protected information regarding victims of child abuse or sexual offenses.
- Gestational surrogacy records.
 - Guardianship reports, orders appointing court monitors, and orders relating to findings of no probable cause in guardianship cases.
 - Grand jury records.
 - Records acquired by courts and law enforcement regarding family services for children.
 - Juvenile delinquency records.



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- Records disclosing the identity of persons subject to tuberculosis proceedings and records held by the Department of Health or its authorized representatives relating to known or suspected cases of tuberculosis or exposure to tuberculosis.
- Complete presentence investigation reports.
- Forensic behavioral health evaluations.
- Eligibility screening, substance abuse screening, behavioral health evaluations, and treatment status reports for defendants referred to or considered for referral to a drug court program.
- Information that can be used to identify a petitioner or respondent in a petition for an injunction against domestic violence, repeat violence, dating violence, sexual violence, stalking, or cyberstalking, and any affidavits, notice of hearing, and temporary injunction until the respondent has been personally served with a copy of the petition for injunction, affidavits, notice of hearing, and temporary injunction.

Click [here](#) to view Florida Rule 2.420(d) in its entirety.

Fill out the Notice of Confidential Information form **found below, starting on page 3** if you feel your information meets the criteria to be redacted.

**IN THE CIRCUIT COURT OF THE NINTH JUDICIAL CIRCUIT IN AND
FOR ORANGE COUNTY, STATE OF FLORIDA**

Case Number: _____

Plaintiff/Petitioner,

v.

Defendant/Respondent.

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), I hereby certify that:

1. I am filing herewith a document containing confidential information as described in Rule 2.420(d)(1)(B) and:

- a. The title/type of document is: _____; **and**
- b. The entire document is confidential, **OR** the confidential information within the document is precisely located at: _____

OR

2. A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the Clerk. I hereby notify the Clerk that this confidential information is located as follows:

- a. Title/type of document: _____
- b. Date of filing (if known): _____
- c. Date of document: _____
- d. Docket entry number: _____
- e. Entire document is confidential, **OR** Precise location of confidential information in document: _____

I HEREBY CERTIFY that a copy of the foregoing was furnished by email / delivery / mail / fax to: _____ on _____.

Signature
Name: _____
Address: _____

Phone: _____
Florida Bar #, if applicable: _____
Email address: _____

Note: The clerk of court shall review filings identified as containing confidential information to determine whether the information is facially subject to confidentiality under subdivision (d)(1)(B). The clerk shall notify the filer in writing within 5 days if the clerk determines that the information is NOT subject to confidentiality, and the records shall not be held as confidential for more than 10 days, unless a motion is filed pursuant to subdivision (d)(3) of Rule 2.420.