

# NORTHERN CALIFORNIA INTERTRIBAL COURT SYSTEM

Northern California Intertribal Court System

Administrative Offices

3000 Shanel Road Hopland, CA 95449

Phone 707-472-2160

Email: [courtclerk@tribalcourt.org](mailto:courtclerk@tribalcourt.org)

Website: [www.tribalcourt.org](http://www.tribalcourt.org)

Cahto Tribe of Laytonville

Hopland Band of Pomo Indians

Coyote Valley Band of Pomo Indians

## INSTRUCTIONS: REQUEST TO REDACT DOCUMENTS

**Who should use this form?** A party to a case or parent, legal guardian, or guardian/custodian can ask for information to be taken out or not given to others because they are protecting themselves or a child or other person they need to protect.

**When is this form used?** If a person wants to take out information that is in a paper that he or she has filed or is going to file in a court case.

**Why would this form be used?** A court paper, or paper you want the court to see, has information that is medical, personal or that other people should not know. The information could be about another person (for example a child or ward and the person asking to redact the paper is the parent, legal guardian, or guardian/conservator) who can't ask for this themselves.

**How do I use this form?** You must answer each question or fill in the blanks to show what you would say if you were talking to the judge. If the judge does not know what you know, the form may be given back to you by the clerk (to write in more information) or the judge may deny (say no) the request. It is important that you write in everything that you know, so the judge will understand why you are asking that this be done for you.

**What is the law, code or rules that the judge will be using to make a decision about my request?** Laws and rules about children all have parts that do not allow information about children to be given to the public. (For example: hearings about children are not open to everyone.

A lot of laws and rules also protect a person's private health care and medical information from being given to others without that person first knowing and saying that it is okay. A parent or person that has been given the duty or job to care for another, can also do this because of the job to protect the child or other person includes that child or person's private information.

If the information is private or is not about a minor or other protected person, the judge has to look at the reasons and find *Good Cause* (this means a reason that would not be wrong or unfair when the judge looks at the law or rules that have to be used to make a decision about the case) to order the information be taken out or be blackened out.

THE COURT CLERK CANNOT GIVE LEGAL ADVICE BUT CAN ASSIST BY EXPLAINING HOW TO FILE THIS FORM AND ANY OTHER PAPERS YOU WANT TO GIVE TO THE COURT.

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(For Court Use Only)



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

## REQUEST TO REDACT DOCUMENTS

In the following case before this Court:

In Re: \_\_\_\_\_ or  
\_\_\_\_\_  
vs. \_\_\_\_\_  
Plaintiff/Petitioner Defendant/Respondent

I, \_\_\_\_\_, am  the Petitioner/Plaintiff or  the Respondent/Defendant in this  
(Your Name)  
case. I am requesting the Court redact<sup>1</sup> the following:

Papers or document(s) to be filed: \_\_\_\_\_  
(please describe in detail)

OR  
 \_\_\_\_\_, that were already filed with the Court.  
(please describe in detail)

1. I am asking the Court to remove or blacken out the following information: (for example: any SSN or DOB info)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Redact means to black-out or remove information from a court document or document to be given to other parties. The reason for doing this is a reason stated that the court finds to be good cause to grant the request to redact.



**NOTARY  
ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ before me, \_\_\_\_\_  
(insert printed name of notary)

personally appeared \_\_\_\_\_, and who proved to me on the  
(printed name of person signing)  
basis of satisfactory evidence to be the person whose name is within the document  
entitled **Motion or Request to the Court** and acknowledged to me by a signature, the  
execution of the document.

I certify under PENALTY OF PERJURY under the laws of the State of California and any  
applicable tribal laws that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Signature