

**STATE OF MAINE
SUPREME JUDICIAL COURT**

ADMINISTRATIVE ORDER JB-09-2 (A. 9-11)

ACCESS TO SOCIAL SECURITY NUMBERS AND
QUALIFIED DOMESTIC RELATIONS ORDERS (“QUADROS”)

Effective: September 19, 2011

This order amends JB-09-2, signed April 28, 2009, and effective April 1, 2009.

I. SCOPE AND PURPOSE

There is often a need for the Judicial Branch to collect Social Security Numbers (SSNs). It is the goal of the Judicial Branch to reduce the possibility of identity theft through use of court records and the Judicial Branch now intends to allow access to Social Security Numbers only to organizations, entities, and individuals with a demonstrated need to possess them. Because the Judicial Branch has neither the staff nor the resources to redact Social Security Numbers from all files, it has developed a protocol to segregate that information in incoming court files.

This Administrative Order does not apply to the Maine Violations Bureau.

II. PROTOCOL

Beginning on the effective date of this Order, when disclosure of an SSN is required in any court proceeding, and the SSN is to be maintained in a case file in the office of the Clerk of Court, individuals will record their Social Security Numbers only on specific forms provided by the Court for that purpose. The forms, and all QUADROS filed after this date, shall be maintained by the Clerk of Court in a separate, sealed envelope in the case file, and shall not be disclosed or provided to any other person unless specifically provided by court order or the exceptions noted below.

III. ACCESS TO INFORMATION

A. The following individuals, organizations, and entities may obtain access to SSNs maintained in court files pursuant to this Administrative Order without obtaining a specific court order:

- The person whose SSN is on the document;
- An attorney who appears on behalf of the person who entered a SSN in a court file pursuant to this Administrative Order;
- A DHHS representative in Family Matter cases involving child support (*See, e.g.*, 19-A M.R.S. § 2006(10).);
- A prosecutor, law enforcement officer, representative of any correctional facility or official court financial screener if the request is made by that person in their official capacity;
- A representative of an agency that is providing pretrial services to the person in a pending court matter may have access to the SSN of that person if that person has entered a SSN in a court file pursuant to this Administrative Order if the request is made by that person in their official capacity.

B. The following individuals or organizations may obtain a copy of a QUADRO:

- A person who was a party in the case in which the QUADRO was entered;
- An attorney representing a person who was a party in the case in which the QUADRO was entered;
- A representative of an organization issuing or maintaining the QUADRO account.

For the Court,

 /s/

Leigh I. Saufley
Chief Justice

Promulgation Date: September 19, 2011

Historical Derivation

Access To Social Security Numbers And Qualified Domestic Relations Orders (“QUADROS”)
AO JB-09-2, dated April 28, 2009, effective April 1, 2009
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court