



JUDICIAL PRIVACY PROGRAM

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Judicial Privacy Program Guidelines

The Judicial Privacy Act, [Title 10, Chapter 19, Subchapter I-A](#), of the Delaware Code (“Act”), was enacted by the 151st General Assembly. The Act allows a current or retired State of Delaware Judicial Officer (“judicial officer”)¹ to request that a Delaware government agency² or a person³ who makes the judicial officer’s personal information publicly available, to cease posting or circulating the judicial officer’s personal information upon receipt of a written request. The purpose of the Act and the Administrative Office of the Courts’ Judicial Privacy Program (“AOC Program”) is to provide a tool for judicial officers to help limit the online circulation of judicial officers’ and their family members’ personal information, especially residential addresses and associated information. The Act and the AOC Program, however, cannot and will not guarantee total online privacy.

These guidelines were developed to: explain the Act; explain how to participate in the AOC Program; explain AOC Program limitations; and recommend best practices for maintaining confidentiality of personal information.

Judicial officers should carefully review these guidelines before enrolling in the AOC Program. Requesting the removal of personal information from a government agency website may impact a judicial officer’s ability to access online government services. For example, you may no longer be able to pay tax bills online or register online to participate in a government program. Judicial officers who choose to enroll in the AOC Program should continue to follow the recommended best practices to guard against release of their personal information and to ensure their personal safety.

A. Who is covered by the Act

Any current or retired judicial officer is covered by the Act and may participate in the AOC Program. *See 10 Del. C. § 1921(4)*. The Act and the AOC Program allow a judicial officer to include in the written request to remove personal information the names of family members whose personal information would reasonably be expected to reveal the judicial officer’s personal information – such as a spouse, child, or a relative (e.g., a parent) residing with the judicial officer. *See 10 Del. C. § 1924(e)(3)*.

B. What personal information can be removed under the Act

Personal Information includes:

- ✓ Residential addresses (primary and secondary).

¹ “Judicial officer” includes judges, masters, and commissioners of the Supreme Court, the Court of Chancery, the Superior Court, the Court of Common Pleas, the Family Court, and the Justice of the Peace Court.

² “Government agency” includes governmental entities in all three branches of government created by the constitution, statute, executive order, Court Rules, or legislative resolution; units of local government; and school districts.

³ A “person” includes an individual, a company, a corporation, a trust, a firm, a partnership and so on.

- ✓ Residential landline.
- ✓ Professional landline (direct number to Chambers).
- ✓ Cell phone.
- ✓ Personal e-mail address.
- ✓ Social security number.
- ✓ Federal tax identification number.
- ✓ Checking and savings account numbers.
- ✓ Credit or debit card numbers.
- ✓ Birth or marital records.
- ✓ Property tax records.
- ✓ Identify of children under the age of 18.

Personal information does not include a judicial officer's work address. *See 10 Del. C. § 1921(2), (6).*

The judicial officer's written request must specify what personal information is to be kept private. *See 10 Del. C. § 1924(e)(1).*

C. How to request the removal of personal information under the Act

The Act provides two methods by which a judicial officer can make a written request for the removal of publicly available personal information:

1. Direct Request – A judicial officer can send a written request directly to a government agency or a person. *See 10 Del. C. § 1924(b)(1).*
2. AOC Request – A judicial officer can enroll in the AOC Program. Upon enrollment in the AOC Program, the AOC will make the written request on behalf of the judicial officer to government agencies. *See 10 Del. C. § 1924(b)(2).*

For current and former judicial officers seeking to remove their personal information from a State of Delaware government agency, the AOC recommends enrolling in the AOC Program, rather than making a direct request to the government agency. The AOC has established removal request procedures with various government agencies and the AOC can attest to the judicial officer's identity. A judicial officer making a direct request to a government agency may be redirected to the AOC or asked to submit their request in a notarized form developed by the specific government agency.

D. How to enroll in the AOC Program

A judicial officer can enroll in the AOC Program by completing the AOC Program Form. *See [Appendix A](#).* In addition to the AOC Program Form, some government agencies may require agency specific forms be completed, depending on the nature of the personal information being removed.

The AOC Program Form allows judicial officers to select the government agency to which they wish the AOC to send a written request for removal of personal information. For example, a

judicial officer who only wants a county to remove their personal information but does not want the Division of Motor Vehicle or the Department of Elections to remove their personal information would only check the specific County option on the AOC Program Form, and complete any additional forms required by that County.

Once a judicial officer completes the AOC Program Form and submits it to the AOC, the AOC will contact the various government agencies that have been identified by the judicial officer as publicly posting their personal information and request that the judicial officer's personal information be removed. Please note, however, that after removal of a judicial officer's personal information from the specified government agency site, the judicial officer's name will still come up in a search. The information attached to the name, however, should no longer be accessible to the public.

E. Government agencies that will receive the AOC Program requests

The AOC has identified the following state and county agencies that possess judicial officers' personal information and make that information publicly available:

- The Division of Motor Vehicles ("DMV").
- The Department of Elections ("DOE").
- County offices, such as the Recorder of Deeds, Mapping, and Finance.

Other state government agencies⁴ may possess judicial officers' personal information but the information may not typically be publicly available; the government agency may be statutorily limited in the information it can release;⁵ or the government agency has amended its practices to preserve the privacy of personal information,⁶ including redacting personal information before releasing it through a FOIA request.

Regarding FOIA requests, the most common personal information that may be released in a redacted response to a valid FOIA request is a residential address listed as a business address. If a judicial officer's family member is licensed by a government agency, the family member should list a professional address or consider using a U.S Post Office Box as a professional mailing address.

For judicial officers with minor children enrolled in schools, the judicial officer should notify the school that the judicial officer's personal information is not to be listed in a parent directory. According to the Department of Education, each school is responsible for its student roster and

⁴ The AOC spoke with the following agencies: Department of Health and Social Services; Department of State; Department of Education; Department of Finance; Department of Insurance; DELJIS; Superior Court Jury Services; the Governor's Office; and the Senate.

⁵ For example, the Public Integrity Commission does not disclose personal information other than the judge's work address and work phone number. 29 Del. C. § 5816. Judicial officers should consider putting their general business number, not the direct number to their Chambers, on their financial disclosure forms.

⁶ The Governor's office no longer includes a judicial officer's home address on the nomination letter that is read aloud on the Senate floor during the confirmation process.

can set privacy controls of parents who wish to keep their personal information confidential in the school's electronic database (e-school).

F. Permissible use of personal information by governmental agencies

Participation in the AOC Program will not prevent government agencies from:

- Accessing or exchanging a judicial officer's personal information for internal governmental purposes. Examples include but are not limited to:
 - Exchanges between the Governor's office and the Senate when considering a judicial nominee's appointment and confirmation.
 - Law enforcement viewing DELJIS information during a routine traffic stop.
- Publicly releasing a judicial officer's personal information as required by law. For example, a notice requirement for a sheriff's sale.

G. Who is not included in the AOC Program

The AOC Program does not include outreach to individuals, companies, and out-of-state government agencies. The AOC Program will offer judicial officers limited assistance with data brokers listed in [Appendix F](#). See [Section J](#) below for more information.

H. Personal impact of enrolling in the AOC Program

Enrollment in the AOC Program and the request to remove personal information may impact government services a judicial officer currently accesses or benefits from. The following list provides some examples of such impact, as identified by participating government agencies. It also includes current privacy policies that apply to each listed government agency.

1. Division of Motor Vehicles

A judicial officer enrolled in the AOC Program will be able to conduct online business through the MyDMV portal and receive electronic notices pertaining to their account unless they specifically opt out of MyDMV services. A judicial officer who opts out of the MyDMV services will have to conduct DMV business in person at a DMV location.

Although electronic transactions through MyDMV will still be possible, the DMV's information system is antiquated and enrollment in the program may impact other automated DMV features. For example, a judicial officer or family member enrolled in the AOC Program may no longer receive notifications of driver safety or motor vehicle recalls.

A Judicial officer enrolled in the AOC Program who wishes to authorize a family member or third party to conduct business on their behalf at a DMV location will need to complete and provide a copy of the DMV [Power of Attorney to Conduct Motor Vehicle Business](#) (form MV386).

The DMV only maintains the personal information of those with a learner's permit, driver's license, or State ID. A judicial officer enrolled in the AOC program will need to update their opt-out request if a minor child residing in their home obtains a learner's permit or State ID after the judicial officer's initial enrollment in the AOC Program.

The DMV requires the following personal information to process a request: full name, date of birth, driver's license/State ID number, vehicle registration number, phone numbers (landline and cell), email address, and residential address. The DMV will continue to share information for intergovernmental and legitimate business purposes, as specified by [21 Del. C. § 305\(b\)\(1\), \(2\) and \(6\)](#). Licensed private investigators will no longer be permitted to access DMV records of a judicial officer or family member if the judicial officer or family member is enrolled in the AOC program.

The DMV's Privacy Act sets limits on who can access DMV records and provides remedies for violations of its Privacy Act. See [21 Del. C. § 305](#).

2. Department of Elections

Enrollment in the AOC Program and the request to remove personal information from the DOE public database may result in longer time at the voting booth, as poll workers will have to manually verify the judicial officer's identity when the judicial officer goes to vote in person. Early voting and absentee voting (if qualified) will still be available to the judicial officer as alternatives to in-person voting on Election Day.

Judicial officers enrolled in the AOC Program will cease to receive:

- Printed polling location cards from the DOE.
- Communications from local state representatives and senators, such as annual birthday cards.

The DOE requires the following personal information to process a request: full name, date of birth, and residential address. Voter registration records enrolled in the AOC Program will not be included in any lists of registered voters shared externally by the DOE pursuant to [15 Del. C. § 304](#) (i.e., in response to requests from individuals, political candidates, political parties, elected officials, State/county/municipal governments) or for any other reason.

3. County Offices

A privacy opt-out option for personal information maintained by each County's Recorder of Deeds exists under [10 Del. C. § 9627](#). This opt-out option, however, is more limited in scope than the Act.

The counties have adopted county specific, uniform procedures to process AOC requests on behalf of judicial officers. They have identified internal county departments that may be impacted by such a request and will coordinate your request with those departments.

The following subsections list the specific information each County requires to process the written request to remove a judicial officer's personal information. (Kent County has provided a detailed list of impacted services that may also be applicable to residents of other counties. See [Appendix B](#).) Please note that a County may require a judicial officer to complete an additional form, see [Appendix C](#), when requesting that the information be temporarily available for a

legitimate business need, or when allowing someone to conduct County business in person on the judicial officer's behalf. A judicial officer who wants to allow a third party to transact business on their behalf or who needs to allow an entity temporary access to County records for a legitimate business need should follow the steps outlined in [Section M](#) below.

New Castle County

New Castle County requires the following information to process a written request to remove personal information: full name, date of birth, and New Castle County residential address. If a spouse is included in the request, the date of marriage should be included with the spouse's personal information. The Register of Wills requires the name of the deceased if a judicial officer is listed as the beneficiary of an estate. Upon completion of the request, New Castle County will send a judicial officer the letter attached as [Appendix D](#), requesting a judicial officer's consent to share personal information with a limited number of entities, such as tax authorities and mortgage companies.

The New Castle County of Deeds asks that judicial officers complete and submit the form attached as [Appendix E](#). Judicial officers will need to list the specific document and personal information contained therein that they wish removed from online view. If a judicial officer does not have access to original documents, the Recorder of Deeds will provide a judicial officer with temporary free access to their online imaging system. [Appendix E](#) includes a Help document provided by the Recorder of Deeds on how to navigate their online imaging system.

Kent County

Kent County requires the following personal information to process a request: full name, Kent County residential address, and business e-mail address.

Upon receipt of an AOC request, Kent County will send confirmation e-mails to the judicial officer's business e-mail address to:

- Confirm receipt of request.
- Remind the judicial officer of County services that may be impacted when enrolled in the AOC Program (see [Appendix B](#)).
- Notify the judicial officer when the request is completed; and outline how a judicial officer should notify the County if a temporary suspension is needed to transact business, or if a judicial officer is no longer participating in the AOC Program.

A judicial officer enrolled in the AOC Program will no longer be able to transact County business by phone. When conducting County business in person, the judicial officer will have to present their ID. The County also requires a power of attorney be completed if a third party is authorized to conduct business on behalf of the judicial officer. See [Appendix C](#).

Sussex County

Sussex County requires the following personal information to process a request: full name, Sussex County residential address, property parcel number, and property tax map number.

A judicial officer's name or their spouse's name will still appear on an online search of the [Sussex County Official Records Search](#) website. However, access to any further information will be blocked. An individual seeking access to the information will be directed to contact the Sussex County Recorder of Deeds' office, who will then contact the AOC to determine whether the individual making the request has a legitimate business reason for accessing the judicial officer's information. The AOC will notify the judicial officer of the request. A signed authorization form will need to be completed if a judicial officer wants to allow their personal information to be temporarily available.

I. Municipalities

Some municipalities have established websites to allow residents access to online municipal services. A judicial officer should review their municipality's website or inquire of the municipality in which the judicial officer resides to determine if that municipality publicly posts personal information online. Because municipalities are not currently within the scope of the AOC Program, a judicial officer will need to make a direct written request to the municipality to remove personal information and should notify the AOC of the request.

J. Online Data Brokers

Although there are overlaps, online data brokers can be divided into two broad categories: data brokers that have a "people finding" function on their website, such as *Been Verified* or *Peoplefinders*; and data brokers that collect information to sell for marketing purposes but do not have a specific people search function, such as *Acxiom*.

Starting February 15, 2023, the AOC has contracted with 360Civic, an online privacy vendor, to conduct a basic search and removal of judicial officer's personal information from people finding and database websites. Current judicial officers are automatically eligible for this benefit. This service includes family members residing at the same address as the judicial officer. 360Civic will need the following information to perform their services: full name, date of birth, residential address, phone number (optional if you want this included in the search), and email address for communication purposes.

360Civic cannot guarantee that a judicial officer's personal information will not be found online but it should reduce the number of sites that post this information. 360Civic cannot remove photos or articles posted by news organizations, but it will flag to a judicial officer's attention social media posting of that judicial officer's personal information by individuals who do not appear to be related to the judicial officer.

A list of the current largest data brokers as identified by California's AOC or DOJ is attached at [Appendix F](#) and includes hyperlinks or contact information of those data brokers. A more comprehensive list of data brokers is available on the California Department of Justice's [Data Broker Registry](#) webpage. (California has stronger consumer protection laws and requires that data brokers register with its DOJ.)

The AOC would like to thank Judge Kenneth S. Clark, Jr., for sharing the link to an article that explains how to blur out a “street view” of your home on Google Maps. See [Google Maps Lets You Blur Your Home. Here's Why You Should - CNET](#).

A judicial officer who is having difficulty removing their personal information from an online data broker site may contact the AOC for assistance. If the AOC can assist, the third party authorization form found in [Appendix H](#) will need to be completed and submitted to the AOC.

K. Persons – individuals or businesses

The AOC Program will not contact individuals or businesses that publicly post a judicial officer’s personal information. The template letters available at [Appendix G](#) may be used by a judicial officer to request that an individual or business cease publishing the judicial officer’s personal information.

L. Length of the AOC Program

Once enrolled in the AOC Program, a judicial officer is enrolled indefinitely. A judicial officer who wishes to withdraw from the AOC Program must notify the AOC in writing that they no longer wish to participate in the AOC Program. A judicial officer’s participation in the AOC Program and the judicial officer’s written request expires upon death. See 10 Del. C. § 1924(f).

M. How to temporarily suspend enrollment in the AOC Program to allow access to personal information held by a government agency

A judicial officer who needs to temporarily suspend participation in the AOC Program to transact business should inform the AOC, so the AOC can inform the relevant government agency. The judicial officer must provide the following information to the AOC to assist with the request:

- Name of government agency that should allow temporary access to the information, e.g., Recorder of Deeds.
- Purpose of the temporary suspension, e.g., home refinancing.
- Time limit of the suspension.
- If known, the entity that needs to view the information, e.g., lender.

Judicial officers may be asked to complete additional forms based on government agency specific procedures.

N. How to withdraw from the AOC Program

Judicial officers who wish to withdraw from the AOC Program must notify the AOC in writing. The AOC will then notify the relevant government agencies that the judicial officer is no longer participating in the AOC Program.

If a judicial officer wishes to withdraw a family member from the AOC Program, the judicial officer must make the request in writing to the AOC to withdraw the family member from the AOC Program. The family member cannot, on their own behalf, make the written request to the

AOC to withdraw from the AOC Program. For example, a minor child once enrolled by their parent into the AOC Program is now an adult living out of state. The judicial officer is the one who must request that the AOC withdraw the adult child from the AOC Program.

O. What the AOC cannot do

The AOC cannot:

1. Monitor the internet for a judicial officer's private information. Judicial officers should routinely search their names, and the names of family members living in the same household, to see what information comes up on the internet. 360Civic may be able to assist judicial officers with specific data brokers.
2. Send a written request to remove personal information to a person or business on behalf of the judicial officer.
3. File for an injunction or initiate a civil enforcement action as permitted by 10 *Del. C.* 1923(c)(1)-(2) on behalf of the judicial officer. **Judicial officers, however, should continue to report to the AOC any activities that rise to the level of criminal behavior for coordination and enforcement action with law enforcement.**
4. Send a written request to remove personal information on behalf of a judicial officer to other states' government agencies. A judicial officer who wishes to have personal information removed from another state's public sites must make a direct written request on the judicial officer's own behalf to that state's agencies. For example, a retired judicial officer living in Florida may make a direct written request on their own behalf to a Florida state agency requesting removal of personal information or inquiring if the agency will honor Delaware's law. The AOC will not make that request for the retired judicial officer.

P. Best practices

Judicial officers and their family members should consider adopting the following best practices to minimize the release of their personal information:

- Limit the personal information shared on any online platform, including social media.
- Set social media privacy settings to limit the number of people who can access personal information.
- Provide the minimum amount of personal information necessary to create or maintain an account. For example, do not include a middle initial or order checkbooks with a residential address and phone number.
- Use a professional address or a P.O. Box number when conducting business or applying for a business license.
- Do not post a name on a residential mailbox.
- Use an unlisted and unpublished phone number.

- Review the privacy options of institutions where the judicial officer and/or family members have accounts and opt for limited information sharing. For example, banks, online retail accounts, insurance companies, etc.
- Opt-out of marketing lists and remove names and addresses from “reverse directories” and “street address directories”.
- Do not fill out consumer surveys, marketing surveys, or sweepstakes entry forms.
- Request that charities do not publish or share personal information.
- Create strong passwords for all online accounts and devices (including laptops and phones), change those passwords on a regular basis, and do not share those passwords with anyone.
- Always be aware of your physical and virtual environment.
- Speak with family members about online privacy and security.

Q. Feedback

Although the government agencies contacted by and working with the AOC have diligently tried to identify the consequences of enrolling in this new program, including impact on services they provide, unforeseen and unintended effects or limitations may not be fully revealed until the AOC program is fully implemented.

These agencies have also tried to anticipate the various situations that would require temporary suspension from the AOC Program to allow judicial officers to conduct personal matters. However, it is not possible to account for all scenarios prior to implementation of the AOC Program. For those reasons, patience and understanding during this start up period are greatly appreciated.

Finally, a judicial officer with a concern or facing an unforeseen issue should report the matter to the AOC, who will work with the government agency to reach a solution or to revise this policy accordingly if no solution is found. The AOC welcomes judicial officers’ feedback throughout the implementation and duration of this program.

Appendix A – AOC Program Enrollment Form



Judicial Privacy
Program Form FINAL

Appendix B – Kent County

Judicial officers and their family members will not be able to do any of the functions listed below when they participate in the AOC Program. Please note that this is not a full list and only includes functions that happen frequently in the building.

- If you have children enrolled in a county-run program, you or your child will not be contacted by coaches for changes in scheduling or practice changes because the information is stored publicly on the website.
- County tax and sewer bills will not be able to be paid online or by calling in. Only mailed checks or in-person payments will be allowed, with proper identification being shown at time of payment.
- Contractors cannot request a permit for a restricted account online or in-person for work to be done on a judicial officer's property. This includes fences, pools, remodels, etc.
- If a land use variance request is made on a parcel around you, you run the risk of not receiving notification about the potential change.
- Real estate officials will not be able to ascertain information about a house or land that they are researching to purchase or sell on behalf of a restricted account holder.
- No information will be able to be given over the phone to a restricted property owner since we will have no way to verify identity.
- Banks, mortgage companies, or lawyers will not be able to call and verify property information for real estate transactions or refinancing purposes for restricted properties.
- Appraisers will not be able to access property records for real estate purposes.
- As pertaining to monition sales, the sale of personal property, or foreclosure sales executed by the County Sheriff's office under Title 10, § 4973 of the Delaware Code, the sheriff must give notice of public sale of real estate following execution levy. To the extent a judicial officer or family member is ever a defendant in such proceeding, the notice will include "personal information" in violation of HB 230, the Judicial Privacy Act.

Appendix C – Power of Attorney to allow for temporary access to information

POWER OF ATTORNEY/AUTHORIZATION

This form allows a judicial officer enrolled in the Judicial Privacy Program, Title 10, Chapter 19, Subchapter I-A of the Delaware Code to designate as attorney-in-fact a third party who will conduct state or county business on their behalf, or to temporarily authorize state or county officials to disclose personal information protected under the Judicial Privacy Act for designated business purposes.

Check all that may apply:

1. ☐ Designation of person authorized to conduct state or county business on behalf of a judicial officer enrolled in the Judicial Privacy Program.
2. ☐ Temporary suspension of enrollment in the Judicial Privacy Program by a state or county governmental office so that a third-party may view protected personal information for designated business purposes.

I, _____ the undersigned of _____ (address), City of _____, County of _____, State of _____, am currently enrolled in the Judicial Privacy Program but authorize state and county officials to share my personal information:

1. With _____, of _____ (address), City of _____, County of _____, State of _____, whom I appoint as my attorney-in-fact to sign all papers and documents that may be necessary in order to transact the following described purpose: _____ with the following state or county governmental office: _____.
2. With the following entities _____ (name of business or individual), who need to access the information for business needs related to the following business purpose _____ from _____ to _____. **The named entities in this section are not authorized to act as my attorney-in-fact unless they are specifically so authorized under Section 1 above.**

Signature:

Date:

State of Delaware

_____ County

Be it remembered that on this _____ day of _____, A.D. _____, the undersigned personally came before me.

Notary Public

Appendix D – New Castle County Consent Form



Judicial Privacy Act
Consent Template.d

Appendix E – New Castle County Recorder of Deeds Form



NCC ROD Request
to Protect Personal I



NCC ROD help
brochure.pdf

Appendix F – Online data brokers

Below is a list of some of the major online data brokers. Many online data brokers now allow an individual to complete an “opt-out” request to remove their personal information that can be found on the website’s privacy settings. For data brokers that accept or require a mailed-in written request, a template letter is provided in [Appendix G](#).

For data broker sites with “people search” functions, a judicial officer should search those sites to see what information is posted. If the data broker’s search function allows, the Administrative Office of the Courts of the State of California recommends focusing the search on information associated with a specific address or telephone number. That search should reveal different variances in the spelling of names or names associated with the address or phone number. Be sure to note these, as a removal request will require the site address and details about names and name variations to be processed by the data broker.

Name of Company	Opt-Out Link	Address/email address
Data Brokers with People Search Function		
Been Verified	https://www.beenverified.com/app/optout/search	privacy@beenverified.com
Spokeo	https://www.spokeo.com/optout	privacy@spokeo.com
TruthFinder	https://www.truthfinder.com/opt-out/	help@truthfinder.com TruthFinder Attn: Opt out 2534 State Street Suite 473 San Diego, CA 92101
Instant Checkmate	https://www.instantcheckmate.com/opt-out/	support@instantcheckmate.com Instant checkmate Attn: Opt Out 3111 Camino Del Rio N Suite 400 San Diego, CA 92108
Intelius	https://www.intelius.com/opt-out/	https://help.intelius.com/en/
USA People Search	https://www.usa-people-search.com/manage	Contact Customer Service - USA People Search (usa-people-search.com) 2045 W Grand Ave Ste B PMB 29296 Chicago, Illinois 60612-1577 Tel: 1-800-248-1544

US Search	https://www.ussearch.com/opt-out/submit/	help@ussearch.com
MyLife	https://www.mylife.com/ccpa/index.pubview	membersupport@mylife.com MyLife.com, Inc. Attn: Privacy 907 Westwood Blvd (#359) Los Angeles CA 90024-2905
Peoplefinders	https://www.peoplefinders.com/opt-out	https://www.peoplefinders.com/contact
TruePeople Search	https://www.truepeoplesearch.com/removal	support@truepeoplesearch.com PO Box 7775 PMB 29296 San Francisco, CA 94120-7775 Tel: 1-888-838-4803
Radaris	https://radaris.com/ng/page/removal-officer	customer-service@radaris.com Tel: 1-855-723-2747
Data Brokers that Collect Information for Marketing Purposes		
Acxiom	https://isapps.acxiom.com/optout/	consumeradvo@acxiom.com Consumer Advocate Acxiom P.O. Box 2000 Conway, Arkansas 72033-9928
LexisNexis	https://risk.lexisnexis.com/consumer-and-data-access-policies select "U.S. Consumer Opt Out"	privacy.information.mgr@lexisnexis.com LexisNexis Individual Requests for Information Suppression PO Box 933 Dayton, OH 45401
Thomson Reuters (Westlaw)	Privacy Web Form (onetrust.com)	Westlaw.privacy.policy@thomsonreuters.com Thomson Reuters Westlaw and CLEAR Public Records ATTN: Personal Information Request 610 Opperman Drive Eagan, MN 55123
Data Axle (InfoUSA)	https://www.data-axle.com/privacy-policy/	privacyteam@data-axle.com Data Axle Inc. Chief Privacy Officer 13155 Noel Rd #1750

		Dallas, TX 75240 privacyteam@data-axle.com Phone: (402) 836-3377 Fax: (402) 836-7055
Other		
Google.com	https://support.google.com/websearch/answer/12719076?hl=en&ref_topic=3285072	To remove your personal contact information from a google search
Google maps	https://www.cnet.com/tech/services-and-software/blur-your-home-on-google-maps-right-now-to-protect-your-privacy/?ftag=CAD-03-10acb1e	Article with instructions on how to blur Google maps street-view image of your home
Credit bureaus	https://www.optoutprescreen.com 1-888-5-optout (1-888-567-8688)	Consumer Credit Reporting Industry website to accept and process request from consumers to opt-in or opt-out of preapproved offers of credit or insurance
White Pages	https://www.whitepages.com/suppression-requests	https://support.whitepages.com/hc/en-us
Direct Mail Association	https://www.dmachoice.org Register online for \$4 to reduce promotional email sent to your mailbox.	Voluntary Industry Program to stop unwanted marketing mail
F.T.C.	National Do Not Call Registry https://www.donotcall.gov	Program to stop unwanted calls

Appendix G – Template letters for non-governmental agency requesting removal of personal information

TEMPLATE 1

[Letterhead]

[Date]

[Company

Attn: Name

Street address

City, State, Zip]

Re: Opt-Out Request under 10 Del. C. § 1923.

To whom it may concern:

This is a formal, written opt-out request to prevent my information from being viewable on your website. Please remove the enclosed posting of my personal information from public display and posting on any and all Internet sites under your ownership or control.

[Your name

Your Address

Your telephone number

If site was searchable, include variations that you found and would like removed]

If you do not maintain or control the records, please block my records from being shown in your search results. If possible, please confirm via e-mail to *[__insert contact e-mail address__]* that the records have been removed or suppressed. Please keep the above e-mail address confidential.

Thank you for your compliance with this request.

Sincerely,

TEMPLATE 2

[Letterhead]

[Date]

[Company

Attn: Name

Street address

City, State, Zip]

*Re: Confidential Written Demand to Suppress Home Address and Telephone Number
Under 10 Del. C. § 1923.*

With this written demand, I, a judicial officer of the State of Delaware, request that no person, business, or association under your direction or control publicly post or display on the Internet or published material any personal information associated with the following home address or telephone number:

Home address 1: [complete or add as needed]

Home address 2:

Telephone number:

Telephone number:

This suppression is effective until a written request is made to lift it.

If any person, business or association under your direction or control is currently displaying on the Internet or in published material the address(es) and phone number(s) listed, please remove it within 72 hours, ensure that it is not reposted to the site or sister or subsidiary sites, and prevent its transfer to any other person, business, or association through any other medium.

A copy of 10 Del. C. § 1923 is attached for your reference. Please contact me if you have any questions about this request.

Sincerely,

TITLE 10 OF THE DELAWARE CODE

Courts and Judicial Procedure

Organization, Powers, Jurisdiction and Operation of Courts

CHAPTER 19. General Provisions Applicable to Courts and Judges

Subchapter I-A. Judicial Privacy

[83 Del. Laws, c. 219, § 1;](#)

§ 1921. Definitions.

As used in this subchapter:

- (1) “Family” means as defined in § 901 of this title.
- (2) “Government agency” includes all agencies, authorities, boards, commissioner, departments, institutions, offices, and any other bodies of the State created by the constitution or statute, whether in the executive, judicial, or legislative branch; all units and corporate outgrowths created by executive order of the Governor or any constitutional officer, by the Supreme Court, or by resolution of the General Assembly; and agencies, authorities, boards, commissions, departments, institutions, offices, and any other bodies politic and corporate of a unit of local government, or school district.
- (3) “Home address” includes a judicial officer’s permanent residence and any secondary residence affirmatively identified by the judicial officer, but does not include a judicial officer’s work address.
- (4) “Judicial officer” includes any active, formerly active, or retired:
 - a. Chief Justice or Justice of the Supreme Court.
 - b. Chancellor, Vice Chancellor or Master of the Court of Chancery.
 - c. President Judge, Judge or Commissioner of the Superior Court.
 - d. Chief Judge, Judge or Commissioner of the Court of Common Pleas.
 - e. Chief Judge, Judge or Commissioner of the Family Court.
 - f. Chief Magistrate or Justice of the Peace of the Justice of the Peace Court.
- (5) “Person” means as defined in § 302 of Title 1.
- (6) “Personal information” means a home address, home telephone number, mobile telephone number, direct telephone number to a judicial officer’s private chambers, personal e-mail address, social security number, federal tax identification number, checking and savings account numbers, credit or debit card numbers, birth or marital records, property tax records, and identity of children under the age of 18.
- (7) “Publicly available content” means any written, printed, or electronic document or record that provides information or that serves as a document or record maintained, controlled, or in the possession of a government agency that may be obtained by any

person, from the Internet, from the government agency upon request either free of charge or for a fee, or in response to a request under the Freedom of Information Act [Chapter 100 of Title 29].

(8) “Publicly post” or “publicly display” means to communicate to another or otherwise make available to the general public.

(9) “Written request” means written notice signed by a judicial officer or a representative of the judicial officer’s employer requesting a government agency or person to refrain from posting or displaying publicly available content that includes the personal information of the judicial officer or of their family.

[83 Del. Laws, c. 219, § 1;](#)

§ 1922. Public display or public posting of a judicial officer’s personal information by government agencies.

Government agencies may not publicly post or publicly display content that includes the personal information of the judicial officer or their family if the judicial officer has made a written request under § 1924 of this title that the government agency not disclose such personal information. After a government agency has received a written request, that agency shall remove the personal information from publicly available content within 72 hours. After the government agency has removed the judicial officer’s personal information from publicly available content, the agency shall not publicly post, display or otherwise release the information unless the government agency has received the judicial officer’s consent to make the personal information available to the public.

[83 Del. Laws, c. 219, § 1;](#)

§ 1923. Public display or public posting of a judicial officer’s personal information by persons.

(a) *Prohibited conduct.* —

(1) No person shall publicly post or publicly display the personal information of a judicial officer or their family if the judicial officer has made a written request under § 1924 of this title of that person not to disclose such personal information.

(2) No person shall share, solicit, sell, or trade the personal information of a judicial officer or their family with the intent to pose an imminent and serious threat to the health and safety of the judicial officer or their family.

(b) *Required conduct.* —

(1) After a person has received a written request from a judicial officer to protect the personal information of the judicial officer or their family, that person must remove the personal information from public display within 72 hours or, in the case of a printed directory, no later than the next update to the directory.

(2) After a person has received a written request from a judicial officer, that person shall ensure that the judicial officer’s personal information is not publicly displayed, including on any website or subsidiary website controlled by that person.

(3) After receiving a judicial officer's written request, a person may not transfer the judicial officer's personal information to any other person through any medium.

(c) *Remedies.* —

(1) *Equitable relief.* —

A judicial officer or family member whose personal information is made public as a result of a violation of this subchapter may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. If the court grants injunctive or declaratory relief, the person responsible for the violation shall be required to pay the judicial officer's costs and reasonable attorneys' fees.

(2) *Private right of action.* —

A judicial officer or family member who is aggrieved by a violation of this subsection may bring an action in any court of competent jurisdiction. A prevailing plaintiff in such action shall be awarded damages in an amount:

- a. Not greater than 3 times the actual damages to the plaintiff; and
- b. Not less than \$10,000.

(3) *Criminal penalties.* —

Public posting or display of a judicial officer's personal information after receipt of a written request may result in criminal penalties under Title 11 where the statutory elements of a crime defined under that title are met.

(d) *Affirmative defense.* —

Nothing in this section shall be construed to limit or enlarge the protections that 47 U.S.C § 230 confers on an interactive computer service for content provided by another information content provider, as those terms are defined in 47 U.S.C. § 230.

[83 Del. Laws, c. 219, § 1;](#)

§ 1924. Procedure for completing a written request.

(a) *Requirement that a judicial officer make a written request.* —

No government agency or person shall be found to have violated any provision of this subchapter if the judicial officer has not submitted a written request calling for the protection of the judicial officer's personal information.

(b) *Written request procedure.* —

A written request shall be valid if 1 of the following occurs:

- (1) The judicial officer sends a written request directly to a government agency or person.
- (2) The Administrative Office of the Courts develops a policy and procedure for a judicial officer to file the written request with the Administrative Office of the Courts to notify government agencies, and a judicial officer sends a written request to the Administrative Office of the Courts.

(c) In each quarter of a calendar year, the Administrative Office of the Courts shall provide a list of all judicial officers who have submitted a written request to it, to the appropriate officer with ultimate supervisory authority for a government agency. The officer shall promptly provide a copy of the list to all government agencies under the officer's supervision. Receipt of the written request list compiled by the Administrative Office of the Courts by a government agency shall constitute a written request to that agency for the purposes of this subchapter.

(d) A representative from the judicial officer may submit a written request on the judicial officer's behalf, provided that the judicial officer gives written consent to the representative and provided that the representative agrees to furnish a copy of that consent when a written request is made. The representative shall submit the written request as provided in subsection (b) of this section.

(e) *Information to be included in the written request.* —

(1) A judicial officer's written request shall specify what personal information shall be maintained private.

(2) If a judicial officer wishes to identify a secondary residence as a home address as that term is defined in this subchapter, the designation shall be made in the written request.

(3) A judicial officer shall disclose the identity of the judicial officer's family and indicate that the personal information of these family members shall also be excluded to the extent that it could reasonably be expected to reveal the personal information of the judicial officer.

(f) *Duration of the written request.* —

A judicial officer's written request is valid until the judicial officer provides the government agency, person, business, or association with written permission to release the private information. A judicial officer's written request expires on death.

[83 Del. Laws, c. 219, § 1;](#)

Retrieved online 2/9/2023

Appendix H – Authorization to allow AOC to act on behalf of a judicial officer

Request to Participate in the Judicial Privacy Program

I, the undersigned, hereby request and authorize staff of the Administrative Office of the Courts of the State of Delaware, on my behalf and under 10 *Del. C.* § 1924(d), to be my authorized agent for the limited purpose of making a written demand to [*insert name of online data broker*] not to disclose my home address or telephone number.

Any person, business or association under your direction or control currently displaying on the Internet or in published material the address(es) and phone number(s) must remove the information within 72 hours, ensure that it is not reposted to the site or sister or subsidiary sites, and prevent its transfer to any other person, business, or association through any other medium.

Signature: _____

Full name (first, middle, last, suffix): _____

Preferred e-mail address for questions, if any: _____

Date: _____