	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAM-1004 Subject: Sealing Records Pursuant to Superior Court Administrative Order 2014-120 Page: 1 of 2	Effective Date: 11/10/14 Revision Level: A Last Revised Date:

PURPOSE:


It is the purpose of this policy to clarify the responsibility of the Clerk of the Superior Court's (COSC) Office staff when processing an order to seal records for access in paper format only pursuant to Superior Court Administrative Order 2014-120.

POLICY:

Superior Court Administrative Order 2014-120, In the Matter of Sealing records for Paper Access Only, requires additional approval from a presiding judge before a judicial officer can order that a record be sealed with access to be provided only in paper format. Access to records sealed in this manner may be approved by "the judicial officer assigned to the case, the presiding judge of the superior court, the associate presiding judge, or the judicial officer's departmental presiding judge."

The following additional guidelines are enumerated to assist COSC staff in complying with this administrative order:

- Unless otherwise ordered by the court, individual documents sealed for access in paper format only will be secured in a sealed envelope and labeled for docketing in the same manner as sealed records approved for electronic access.
- A clerk who receives an order to seal records for access in paper format only must verify that it bears the signature of the judicial officer ordering the records to be sealed and also the signature of the presiding judge, the associate presiding judge or the judicial officer's departmental presiding judge.
- A clerk who receives a request to view records sealed pursuant to AO 2014-120 from a Superior Court judicial officer will verify that it is the same judge who ordered the records sealed; the judicial officer currently assigned to the case, the presiding judge of the superior court, the associate presiding judge, or the judicial officer's departmental presiding judge.
- A clerk who receives a request to view records sealed pursuant to AO 2014-120 from anyone other than the judicial officer who ordered the records sealed, the judicial officer currently assigned to the case, the presiding judge, the associate presiding judge, or the judicial officer's departmental presiding judge, shall require the requestor to produce a copy of the court order signed by one of these judicial officers which authorizes access by the requestor.

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APPLICABILITY:

This policy applies to all COSC staff.

DEFINITIONS:

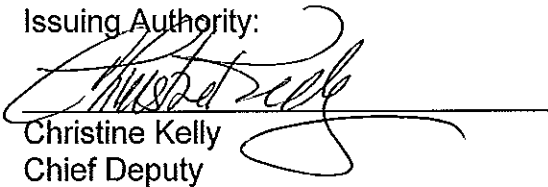
None

REVISION HISTORY:

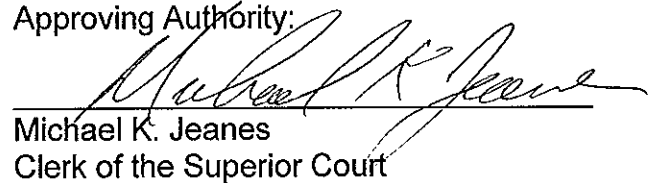
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A	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 7/8/15