

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1009 Subject: Access to Court Ordered Sealed Files and Documents (Paper) Page: 1 of 2	Effective Date: 5/24/11 Revision Level: C Last Revised Date: 4/14/15

PURPOSE:

It is the purpose of this policy to establish guidelines to implement the authority and requirements in Superior Court Administrative Order 2014-088, which outlines the authority to access court ordered sealed files and documents.

POLICY:

1. Certain documents maintained in the Clerk of the Superior Court (COSC) Office have been sealed by court order and are not public record.
2. AO 2014-088 authorizes the COSC to access sealed files and documents for the limited purpose of completing various recurring duties.
3. To ensure that only authorized persons have access to these documents or files, persons requesting access must receive prior approval from their administrator. Requests will be submitted to the administrator through the section supervisor. Requests for and approval of access to sealed paper files should be strictly limited.
4. Once approved, the administrator will forward the name(s) of those to receive access to the manager of Discovery and Confidential (D&C) Materials. The D&C manager will maintain the list of those individuals authorized to access sealed documents/case files. The list will be audited bi-annually by the manager of D&C.
5. It will be the responsibility of the section supervisor to notify the manager of D&C of the termination and transfer of employees who have access or additional employees who require access.

APPLICABILITY:

This policy applies to all employees of the COSC who access court ordered sealed files and documents for the limited purpose of completing various recurring duties.

DEFINITIONS:

None



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B	Nancy Rodriguez	Revised	4/14/15
C	Christine Kelly	Updated to Controlled Document Index	6/24/15

AUTHORIZED SIGNATURES:

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Date Signed: 7/8/15