	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1013 Subject: Sealing the Court Record Page: 1 of 2	Effective Date: 11/01/11 Revision Level: B Last Revised Date: 3/04/15

PURPOSE:

It is the purpose of this policy to establish guidelines and protocol for the process of sealing court records when ordered to do so by the Court. The protocol in this policy is designed to ensure compliance with the Court's orders, prohibit all unauthorized access to sealed records, and maintain the overall consistency and integrity of the court record.

POLICY:

The Clerk of the Superior Court (COSC) will seal the following manual and automated records when the Court orders that a case record be sealed: 1) all electronic documents and images stored in the ECR or any of its integrated applications maintained by the COSC, 2) the hard copy file or microfilm, if applicable, 3) the docket and case related information in iCIS, 4) the L-Index, and 5) transcripts, depositions and exhibits that exist under the case number(s) on the order. The COSC will seal all of the foregoing records in its control regardless of whether the Court uses language referring to the "file" or to the "record."

An order to seal the file or record does not apply to court reporter notes. Court reporter notes are covered by separate rules, and when the Court intends to seal court reporter notes, a specific order to do so will be entered.


If an order specifically directs the sealing of court reporter notes, exhibits, transcripts, or any other portion of the court record, only those specified portions of the record will be sealed. If the COSC is prevented by limitations of an existing application or technology from compliance with any portion of an order to seal the court record, the Court will be consulted to determine an appropriate accommodation.

Regardless of whether an entire court record for a given case or portions for a given case are ordered sealed, the fact that the record or the case itself exists will not be sealed.

Minute entry endorsements will be used to provide the needed areas of the COSC with copies of the sealing orders so that full compliance will be met.

APPLICABILITY:

This policy applies to all COSC staff.

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1013 Subject: Sealing the Court Record	Effective Date: 11/01/11
	Page: 2 of 2	Revision Level: B Last Revised Date: 3/04/15

DEFINITIONS:

Sealed Record: A court record or portion of a court record which has been ordered by the Court to be accessible only to those persons designated by the Court, and maintained as closed and not further disclosed to anyone other than the persons designated by the Court.

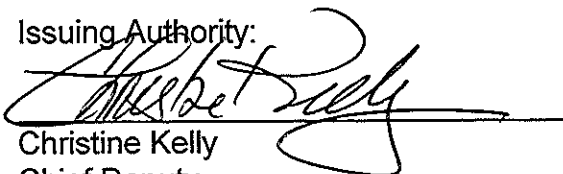
ECR: The electronic court record, containing the electronic documents and images which constitute the original and official Superior Court case record as received and filed by the COSC.

REVISION HISTORY:

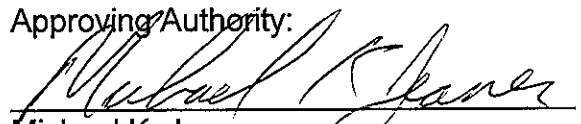
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	11/01/11
A	Nancy Rodriguez	N/A	3/04/15
B	Christine Kelly	Updated to Controlled Document Index	4/24/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: _____

7/17/15