	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1016 Subject: Redaction of Court Documents Page: 1 of 2	Effective Date: 12/6/10 Revision Level: C Last Revised Date: 2/26/15

PURPOSE:

It is the purpose of this policy to establish guidelines for the process of redaction by the Clerk of the Superior Court (COSC) and to identify the circumstances under which redactions may be made to original court documents. The protocol in this policy is designed to maintain the overall consistency and integrity of the court record.

POLICY:

Documents located in the electronic court record: An original document on file in the Electronic Court Record (ECR) will be electronically modified to black out the information or portions of the document identified in the Court's order. The redacted document will replace the unredacted original document on file and serve as the original document for all purposes. The unredacted original document will be deleted from the ECR using standard protocol for document deletion and will not be preserved or kept on file by the COSC in any format, unless otherwise accounted for procedurally. If the Court has ordered that the unredacted original is to be retained, it will be printed and filed into the record as a separate document under seal. The COSC will advocate to seal a record or replace it entirely with an alternate version to be supplied by the filing party in lieu of making extensive or excessive redactions to a document previously filed with the Court.

Orders to redact should be specific, identifying the caption of the document(s) to be redacted, file date and the information or portions of the document to be redacted. If the intent of any order to redact information from a record is in doubt, the COSC will contact the division for further guidance.


Documents in paper format: The COSC may occasionally be directed to redact information from filed documents maintained in paper format, or from source documents presented for filing in the courtroom. The Clerk will black out the information on the original with a black marking pen and make a copy for filing. The original will not be preserved. If the Court orders that the unredacted original or a portion thereof is to be sealed and maintained by the Clerk, redaction will be applied to the copy and the original will be filed in as a separate document under seal.

APPLICABILITY:

This policy applies to all COSC staff.

DEFINITIONS:

Redaction The act of blacking out, editing or removing information from a public document or record.

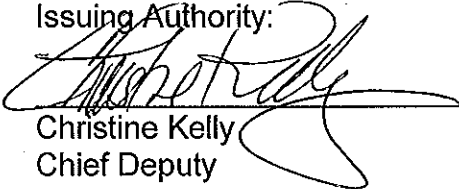
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REVISION HISTORY:

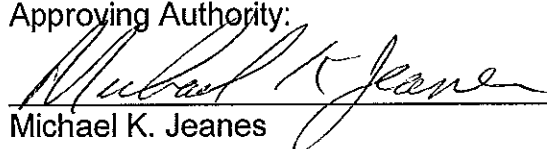
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	12/6/10
A	N/A	Revised	5/16/11
B	Christine Kelly	Revised	2/26/15
C	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 7/8/15