	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1005 Subject: Case Confidentiality Page: 1 of 2	Effective Date: 1/1/90 Revision Level: E Last Revised Date: 3/4/15

PURPOSE:

It is the purpose of this policy to respect the privacy of parties serviced by the Clerk of the Superior Court (COSC).

POLICY:

1. All employees must refrain from discussing particular cases or parties except for necessary case consultation. Staff is encouraged to be mindful of discussions and consultations about cases outside and inside the office (both during and after work hours).
2. Appropriate decorum must be maintained at all times. Discussions about cases with other staff members are prohibited unless discussion about a case is necessary to perform work duties.

APPLICABILITY:

This policy applies to all COSC Employees.

DEFINITIONS:

None



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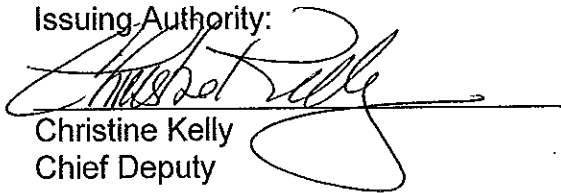
Revision Level: E
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REVISION HISTORY:

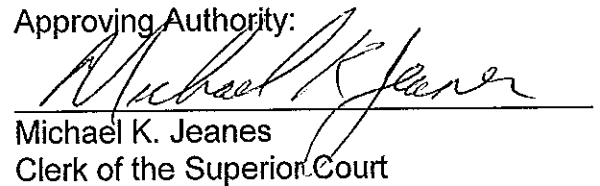
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-	N/A	Document Origination	1/1/90
A	N/A	Revised	6/5/00
B	N/A	Revised	5/16/11
C	N/A	Revised	2/2004
D	Christine Kelly	Revised	3/4/15
E	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

Issuing Authority:


Christine Kelly
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Approving Authority:


Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/9/15