

Rule 5003-1. Records Kept by the Clerk.

(A) Automated Information Available. Certified Copies of Court Records. Although public access to case and proceeding dockets, claims registers, hearing calendars, and certain other information maintained in the court’s automation systems is available through electronic access, such information is not deemed to be the official court record. Certified copies of official court records may be obtained from the clerk upon payment of any applicable search and copy fees. The clerk of court shall ensure that social security numbers are redacted from public electronic court dockets.

[Comment: See also Local Rule 2002-1(E) (service databases to be maintained by clerk) and “Clerk’s Instructions for Electronic Public Access Services”.]

☞ 2004 Amendment: Amended to implement requirements of the federal judiciary privacy policy .

(B) Closed Cases. The clerk is authorized to transfer to the Federal Records Center of the General Services Administration the files and records in any case which has been administratively closed for at least 6 months.

(C) Sealed Records.

(1) Local Form Cover Sheet Required. The Local Form “Cover Sheet to Accompany Items Submitted for Sealing or In Camera Review”, with items I-III of the form completed by the filer shall accompany:

- (a)** sealed motions, either filed in advance of filing sealed documents or accompanied by sealed documents. (If both the motion and the sealed document are filed together as sealed items, only one cover sheet is required with the appropriate indication in section III of the form). Records or other court papers shall be sealed only upon order of the court directing the clerk as to the length of time during which the records shall remain sealed. Unless otherwise specifically ordered, the sealed papers may be unsealed upon the administrative closing of the case.
- (b)** sealed documents accompanied by unsealed motions to seal; and
- (c)** sealed documents being filed pursuant to a previously entered order allowing the document to be filed as sealed. If a sealed document is being filed pursuant to a previously entered order allowing the document to be filed under seal, a notice of filing sealed item and copy of the order directing sealing (unless order is sealed also) must accompany the cover

sheet and sealed documents.

- (2) **Motion Required.** The local form cover sheet is to be filed in addition to, not in place of, a motion to seal or grant in camera inspection. If the movant requests that the documents remain under seal after closing, the motion should include this request.
- (3) **Order Required.** Records or other court papers shall be sealed only upon order of the court.
- (4) **Disposition of Sealed Documents Upon Case Closing.** Unless otherwise specifically ordered, the sealed papers may be unsealed upon the administrative closing of the case.

(D) Exhibits. Exhibits shall be maintained by the clerk only as provided by Local Rule 9070-1. Any exhibits not disposed of pursuant to Local Rule 9070-1 shall be transferred to the Federal Records Center when the closed case file is transferred.

(E) Forms Used for Submission of Social Security Numbers. The Local Forms “Statement of Social Security Number” and “Statement of Social Security Number of Unclaimed Funds Applicant/Claimant” as required by the Bankruptcy Rules or this court, shall neither be filed in the public records nor available for review by the general public.

 2004 Amendment: New section incorporates federal judiciary privacy policy provisions of AO Order 03-7.