

Rule 5003-2. Court Papers - Removal Of. Inserting, removing, deleting, tampering with, defacing, or making any mark, entry or correction—by interlineation or otherwise—on any file or other record of the court, including electronic records, is prohibited, unless expressly permitted or ordered by the court. No person other than the clerk or court licensed copy services or court contract reporting services shall unfasten any paper from any court file. No records may be removed from the clerk’s office except by court order or authorization by the clerk which shall specify the time within which the records shall be returned, and the person taking possession of court records shall be required to execute a receipt which lists the papers being removed.