

Public Access to Maryland's Court Records

- Understanding public access to court records
- How to request that information being placed in a case record be kept confidential
- How to request permission to inspect court records that have been sealed/shielded—a summary of the law



This brochure is designed to assist you in understanding how to access court records and the restrictions on such access. The brochure is divided into two sections. The first section provides a summary of the applicable rules regarding public access to court records. The second section provides information on how to request that information being placed in a case record be kept confidential and how to inspect court records that have been blocked from public access. The information contained in documents filed with a court is, for the most part, public and subject to inspection by anyone. This is the nature of the open society in which we now live. While members of the public may not want information about themselves and their families made public in CaseSearch for privacy reasons, it may not be possible to have a court grant a motion/request to shield this information unless there is a strong safety-related issue involved. A similar situation exists regarding “Notice Records” (e.g., a record filed with a court pursuant to statute for the purpose of giving public notice of the record, such as deeds, mortgages, other land records, financing statements and tax liens filed pursuant to statute). Normally a motion/request to shield such information for privacy reasons will be denied.

Keep in mind that this brochure is prepared to serve only as a guide and is not a legal document. For more details, consult the Maryland Rules of Procedure, Rules 16-1001 through 16-1011, as cited herein. Members of the public may also wish to consult private counsel, or if eligible, any of the public agencies involved in providing legal assistance. For example, Legal Aid Bureau of Maryland, Inc., 410-539-5340; Maryland Volunteer Lawyers Service, 410-539-6860; Pro Bono Resource Center of Maryland, 410-837-9379 or 800-396-1274. A court clerk may be consulted for general information or assistance as long as the request does not involve the giving of legal advice or the drafting or review of documents to be filed with the court. For a current listing of court clerks’ offices, phone numbers, e-mail addresses, etc., you can contact the Court Information Office (410-260-1488) or go to <http://mdcourts.gov>, or refer to the Maryland State Bar Association’s Maryland Lawyers Manual, usually available at any courthouse library.

PART I

UNDERSTANDING PUBLIC ACCESS TO COURT RECORDS - A SUMMARY OF THE LAW

Definition Of Court/Judicial Agency [Rule 16-1001(d) and (h)]

“Court” means the Court of Appeals of Maryland, the Court of Special Appeals, a circuit court, the District Court of Maryland, an orphans’ court of Maryland. “Judicial Agency” means a unit within the Judicial Branch of the Maryland Government.

What Records Are Considered Court Records? [Rule 16-1001 (e)]

Court records include any document, information, exhibit, or other item that is collected, received, or maintained by a court in connection with a court case and any information in a case management system created or prepared by the court that is related to a court case. Examples of court records are: an administrative record (e.g., records maintained by a court or other Judicial Branch agency, mostly involving personnel, budgetary, and operations management), a business license record (includes the application and a copy of the license), a case record (those records that come into the court’s possession as the result of their having been filed by litigants in judicial actions); a notice record (e.g., land records, including deeds, mortgages, financing statements, and tax and other liens).

What Records Can The Public Inspect? [Rule 16-1002(a) and Rule 16-1005]

Court records maintained by a court or by another judicial agency are presumed to be open to the public for inspection except as restricted by the Constitution of the United States, the Maryland Constitution, the Maryland Rules of Procedure, federal law, applicable state law, court order, or case law. Except as otherwise provided, the custodian (i.e., the Clerk of a Court or other authorized individual having physical custody) of a court record shall permit a person, upon personal appearance in the office of the custodian during normal business hours, to inspect the record.

Records Admitted Or Considered As Evidence [Rule 16-1002(c)]

A court record admitted into evidence or considered as evidence or relied upon for purposes of deciding a motion is subject to inspection, unless the court expressly orders otherwise.

What Kind of Case Records Are Not Available To The Public? [Rule 16-1002(b), Rule 16-1006 and Rule 16-1007]

- Any document not yet docketed or recorded and indexed. [Rule 16-1002(b)]
- Any record revealing the name, address, telephone number, e-mail address, or place of employment of a person who reports the abuse of a vulnerable adult pursuant to Maryland Code, Family Law Article, Sec. 14-302. [Rule 16-1007(a)]
- Except as provided in Maryland Code, State Government Article, Sec. 10-617(e), the home address or telephone number of an employee of the State or a political subdivision thereof. [Rule 16-1007(b)]
- Any part of the Social Security or Federal Identification Number of an individual, other than the last four digits. [Rule 16-1007(c)]
- Information about a person who has received a copy of a sex offender’s or sexual predator’s registration statement. [Rule 16-1007(d)]

- Court records sealed by judicial order. [Rule 16-1006(j)]
- A transcript, tape recording, audio, video, or digital recording of any court proceeding that was closed to the public pursuant to Rule or order of court. [Rule 16-1006(f)]

Are There Any Special Restrictions For Cases Involving Children?

Yes, cases involving children have some additional restrictions. [Rule 16-1006]

- Adoption/Guardianship records filed under Title 9, Chapter 100 of the Maryland Rules.
- Delinquency, child in need of assistance, child in need of supervision actions in Juvenile Court (except that if a hearing is open to the public pursuant to Maryland Code, Courts Article, Sec. 3-8A-13(f)), the name of the respondent and the date, time, and location of the hearing are open to inspection.
- Except as limited by statute, records pertaining to a marriage license involving the pregnancy of a child under 18 years.
- Child abuse or neglect case records that are created or maintained by an agency that are required by statute to be kept confidential.

The Following Case Records In Actions Involving Attorneys or Judges Are Not Available For Public Inspection: [Rule 16-1006(d)]

- Attorney grievance matters declared confidential by Rule 16-723(b).
- Records involving an investigative subpoena issued by Bar Counsel.
- Case records relating to proceedings before a Character Committee, subject to applicable Rules of Court.
- Case records consisting of Pro Bono Legal Service Reports filed by an attorney pursuant to Court Rule 16-903.
- Case records relating to a motion filed with respect to a subpoena issued by Investigative Counsel for the Commission on Judicial Disabilities pursuant to Court Rule 16-806.

The Following Case Records In Criminal Proceedings Are Not Available For Public Inspection: [Rule 16-1006]

- A case record that has been ordered expunged pursuant to Rule 4-508.
- Certain records pertaining to search warrants and arrest warrants.
- Case records involving the refusal of a person to testify in a criminal action against the person's spouse.
- A pre-sentence investigation report.
- A case record pertaining to a criminal investigation by a grand jury or by a State's Attorney.
- A transcript, tape recording, audio, video, or digital recording of any court proceeding closed to the public pursuant to rule or Order of the Court.

The Following Case Records Containing Medical Information Are Not Available for Public Inspection: [Rule 16-1006(h)]

- Case records that consist of a medical or psychological report from a hospital, physician, psychiatrist, or other professional health care provider containing medical/psychological information about an individual, other than an autopsy report of a medical examiner.

- Records regarding testing for HIV declared confidential by Maryland Code, Health-General Article, Sec. 18-338.1 or 18-338.2.
- Records of a child fatality review team declared confidential by Maryland Code, Health-General Article, Sec. 5-709.
- Records by a physician or institution as to whether an individual has an infectious disease, declared confidential under Maryland Code, Health-General Article, Sec. 18-201 or Sec. 18-202.
- A record concerning the consultation, examination, or treatment of a developmentally disabled person, declared confidential by Maryland Code, Health-General Article, Sec. 7-1003.
- Petitions for emergency evaluations.

Tax Records [Rule 16-1006(i)]

Case records of the federal or Maryland tax return of an individual are not subject to public access.

Jury Selection Process [Rule 16-1004(b)(2)]

- Except as otherwise provided, an administrative record used by the jury commissioner or Clerk in connection with the jury selection process is not subject to public access.
- Except as provided by court order, access to a jury list sent to the court pursuant to Rules 2-512 or 4-312 after the jury has been empanelled and sworn will be granted.

Personnel Records [Rule 16-1004(c) and (d)]

- Except as otherwise may be permitted under the Maryland Public Information Act or by the Rules of Court, access to personnel records of court employees or employees of other judicial agencies or of an applicant for employment will be denied except as to the following which shall be open to inspection: the full name of the individual, the date of the application for employment, and the position applied for, the date employment commenced, where the individual has been assigned, individual's supervisor, pay rate, insurance and other benefits. If a personnel record becomes a case record, it is open, subject to any restrictions applicable to case records.
- Retirement Records - Unless otherwise permitted, inspection of a retirement record of an employee of the court or other judicial agency is not subject to inspection.

The Following Administrative Records Are Not Subject To Public Inspection: [Rule 16-1004(e)(1)and(2)]

- Judicial work product, including drafts of documents, notes, and memoranda prepared by a judge or other court personnel at the direction of a judge and intended for use in the preparation of a decision, order, or opinion.
- An administrative record prepared by or for a judge or other judicial personnel that is purely administrative in nature or a draft of a document for consideration by the author or others and not intended to be final in its existing form, and not filed with the Clerk and not required to be filed with the Clerk.

Electronic Records And Retrieval [Rule 16-1008(a)]

- Subject to certain conditions stated in the Rules, a court record that is kept in electronic form is open to inspection to the same extent that the record would be open to inspection in paper form.

- Subject to the Rules and conditions established by Order of the Chief Judge of the Court of Appeals, a person may view and copy electronic court records that are open to inspection: (a) at computer terminals that a court or other judicial agency makes available for public use at the court, or (b) by remote access that the court makes available through dial-up modem, website access or other technology. “Remote Access” means the ability to inspect, search, or copy a court record by electronic means from a location other than the location where the record is stored [Rule 16-1001(k)].

Requests For Access To, Or Information From, A Database Of Court Records [Rule 16-1008(c)]

Rule 16-1008 provides a procedure for persons desiring to obtain electronic access not then immediately available. Under this procedure, an application is submitted to the Court Information Office which reviews and acts upon the request. In the event the application is denied, a request may be submitted to the Technology Oversight Board.

Technology Oversight Board [Rule 16-1008(c)(2)(C)and (D)]

- This rule sets out the procedure involved in filing an application for review before the Technology Oversight Board. The review procedure is of a detailed and complex nature and the public, as well as counsel, are advised to refer to the actual rule.

Limitations On Electronic Access [Rule 16-1008(a)(3)(A)and(B)]

- A custodian, court, or other judicial agency may limit access to court records in electronic form to the manner, form, and program that the electronic system being used, without modification, is capable of providing.
- Except for identifying information relating to law enforcement officers and other public officials, and expert witnesses, there will be no remote access to the name, address, telephone number, date of birth, e-mail address, and place of employment of a victim or non-party witness in
 - (1) a criminal action;
 - (2) a juvenile delinquency action under Title 3, Subtitle 8A of the Courts Article;
 - (3) an action under Title 4, Subtitle 5 of the Family Law Article (domestic violence); or
 - (4) an action under Title 3, Subtitle 15 of the Courts Article (peace order).
- A person who files or otherwise causes to be placed in a court or case record reasons identifying and relating to a witness shall give the custodian written notice whether the identifying information is not subject to remote access under the Rules. If written notice is not given, a custodian is not liable for allowing remote access to the information.

Viewing And Copying Electronic Court Records [Rule 16-1008(a)(4)]

Subject to Subsections (a)(3)(B) of this Rule, and other conditions established by the court, a person may view and copy electronic court records that are open to inspection under the Rules:

- (a) at computer terminals that a court or other judicial agency makes available for public use at the court or other judicial agency; or
- (b) by remote access that the court or other judicial agency makes available through dial-up modem, website access, or other technology.

When And Where Court Records May Be Inspected [Rule 16-1002(a)]

- Except as otherwise provided, the custodian of a court record shall permit a person, upon personal appearance in the office of the custodian during normal business hours, to inspect the record.

Copies [Rule 16-1003]

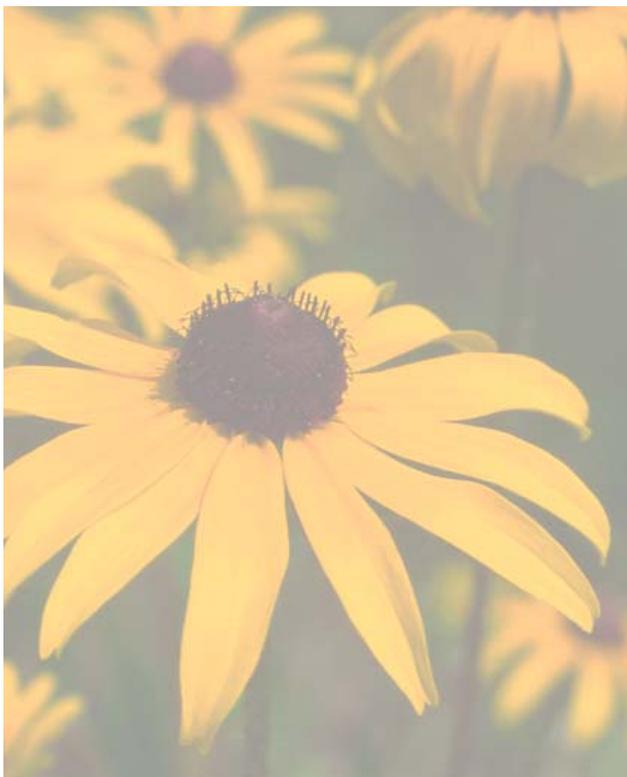
- A person entitled to inspect a court record is entitled to have a copy or printout of the court record. The copy or printout may be in paper form or, subject to Rule 16-1008(a)(3), in electronic form.

Fees For Access [Rule 16-1002(d)]

- No fee for providing access to a court record that can be made available for inspection in paper form or by electronic access, with the expenditure of less than two hours effort.
- Reasonable fee may be charged if two hours or more of effort required to provide the requested access.
- Copies/Printouts – Reasonable fee charged – see clerk or custodian for details. A Custodian may charge a reasonable fee for the making of a copy of a private record.
- Waiver of fee, if in the public interest, based on ability of person to pay plus other relevant factors.

Inspection By Judicial Employees, Parties, And Counsel Of Record [Rule 16-1002(f)]

The Rules summarized herein do not limit access to court records by judicial officers or employees in the performance of their official duties or to a case record by a party or counsel of record in the action.



PART II

How to Request that Information Being Placed in a Case Record Be Kept Confidential - How to Request Inspection of a Case Record [MARYLAND RULES 16-1009 THROUGH 16-1010] [APPENDIX A, B AND C herein].

Maryland Court Rules place a duty on a person who files a case record to inform the clerk whether in the person's judgment the case record or part of the case record is confidential and not subject to inspection under the Rules governing access to court records, Maryland Rules 16-1001 through 16-1011.

The request must be in writing and specifically identify which case record, or part of a case record, and identify specifically the legal reasons why the case record or part of a case record should be considered confidential and not subject to inspection.

If you fail to notify the clerk as required, the clerk may rely on that failure and permit disclosure of the case record, or part of a case record.

A case record can be kept confidential and not subject to public inspection in two ways. Rule 16-1009(a)(1)(A) provides for the filing of a "motion" to seal or otherwise limit inspection. A motion to seal shall be filed with the court and ruled on by a judge.

Rule 16-1009(b)(2) provides for "shielding" upon "request" and can be filed with the court and acted on by the judge or court commissioner. Normally, a request to shield would be filed when a party only wishes to have certain information, such as his/her name, address, phone number, social security number, etc., protected from public viewing. This means that the case record remains available for public inspection, however, certain portions of the case record have been "shielded." This often involves domestic violence situations such as protective orders and criminal matters involving witnesses and victims. It may also involve peace order situations. A "motion to seal," however, takes a case record out of the public inspection process, and literally "seals" it from view. Normally, a court clerk/custodian can act on a "request to shield" while a judge must rule on a "motion to seal."

Under Rule 16-1009(a)(1)(A) a party to an action in which, a case record is filed, including a person who has been permitted to intervene as a party, and a person who is the subject of or is specifically identified in a case record may file a motion to seal or otherwise limit inspection of a case record filed in that action that is not otherwise subject to inspection under the access rules.

Procedures for Denying/Limiting Inspection [Rule 16-1010]

Specific Duties Required of Person Filing Record:

1. Custodian must be informed in writing as to which part of the case record, or any information contained therein, is confidential and not subject to inspection.

2. Custodian is not bound by the person's determination limiting or denying inspection and shall permit inspection unless, in the custodian's independent judgment, subject to review as provided in Rule 16-1011, the case record is not subject to inspection.
3. A custodian may rely on a person's failure to advise that a case record, part of a case record, or information contained in a case record is not subject to inspection and, in default of such advice, the custodian is not liable for permitting inspection of the case record even if the case record is not subject to inspection under the Rules.
4. Duty of Clerk - In conformance with procedures established by administrative order of the Chief Judge of the Court of Appeals, the Clerk shall make a reasonable effort, promptly upon the filing or creation of a case record, to shield any information that is not subject to inspection under the Rules and that has been called to the attention of the custodian by the person filing or authorizing the filing of the case record, in order that the case record, as shielded, may be subject to inspection.

Persons who filed or authorized the filing of a case record filed prior to October 2004 may advise the custodian in writing whether any part of the case record is not subject to inspection. The custodian is not bound by that determination. The custodian shall make a reasonable effort to shield from those records any information that is not subject to inspection under the Rules and that has been called to the attention of the custodian, in order that those case records, as shielded, may be subject to inspection.

Motions to Seal/Limit Inspection of a Case Record or to Permit Inspection of a Case Record Not Otherwise Shielded or Subject to Inspection Under the Rules [Rule 16-1009] [See Appendix "A" and "B"]

- A party to an action in which a case record is filed may file a motion:
 1. to seal or otherwise limit inspection of a case record that is not otherwise shielded from inspection under the Rules
 2. to permit inspection of a case record that is not otherwise subject to inspection under the Rules
- The motion shall be filed with the court in which the case record is filed and shall be served on (a) all parties to the action; and (b) each identifiable person who is the subject of the case record.
- Preliminary Shielding Upon Motion or Request
 1. Preliminary shielding upon motion
Upon the filing of a motion to seal or otherwise limit inspection of a case record pursuant to section (a) of this Rule, the custodian shall deny inspection of the case record for a period not to exceed five business days, including the day the motion is filed, in order to allow the court an opportunity to determine whether a temporary order should issue.
 2. Shielding upon request
If a request to shield information in a case record is filed by or on behalf of a person entitled to request the shielding under Code, Courts Article, Title 3, Subtitle 15 (peace orders) or Code, Family Law Article, Title 4, Subtitle 5 (domestic violence), and the request is granted, or if a request to shield the address or telephone number of a victim, victim's representative, or witness is filed in a criminal action, and the request is granted, a custodian shall deny inspection of the shielded information. The shield remains in effect until terminated or modified by order of court. If the request is denied, the person seeking to shield information may file a motion under section (a) of this Rule.

- **Temporary Order Precluding or Limiting Inspection**

1. The court shall consider a motion filed under this Rule on an expedited basis.
2. In conformance with the provisions of Rule 15-504 (Temporary Restraining Order), the court may enter a temporary order precluding or limiting inspection of a case record if it clearly appears from specific facts shown by affidavit or other statement under oath that (i) there is a substantial basis for believing that the case record is properly subject to an order precluding or limiting inspection, and (ii) immediate, substantial, and irreparable harm will result to the person seeking the relief if temporary relief is not granted before a full adversary hearing can be held on the propriety of a final order precluding or limiting inspection.
3. A court may not enter a temporary order permitting inspection of a case record that is not otherwise subject to inspection under the Rules in this Chapter in the absence of an opportunity for a full adversary hearing.

- **Final Order**

1. After an opportunity for a full adversary hearing, the court shall enter a final order:
 - a) precluding or limiting inspection of a case record that is not otherwise shielded from inspection under the Rules in this Chapter;
 - b) permitting inspection, under such conditions and limitations as the court finds necessary, of a case record that is not otherwise subject to inspection under the Rules in this Chapter; or
 - c) denying the motion.
2. A final order shall include findings regarding the interest sought to be protected by the order.
3. A final order that precludes or limits inspection of a case record shall be as narrow as practicable in scope and duration to effectuate the interest sought to be protected by the order.
4. In determining whether to permit or deny inspection, the court shall consider:
 - a) if the motion seeks to preclude or limit inspection of a case record that is otherwise subject to inspection under the Rules in this Chapter, whether a special and compelling reason exists to preclude or limit inspection of the particular case record; and
 - b) if the motion seeks to permit inspection of a case record that is otherwise not subject to inspection under the Rules in this Chapter, whether a special and compelling reason exists to permit inspection.
 - c) if the motion seeks to permit inspection of a case record that has been previously sealed by court order under subsection (d)(1)(A) of this Rule and the movant was not a party to the case when the order was entered, whether the order satisfies the standards set forth in subsections (d)(2), (3), and (4)(A) of this Rule.
5. Unless the time is extended by the court on motion of a party and for good cause, the court shall enter a final order within 30 days after a hearing was held or waived.

- **Filing of Order**

A copy of any preliminary or final order shall be filed in the action in which the case record in question was filed and shall be subject to public inspection.

- **Non-Exclusive Remedy**

This Rule does not preclude a court from exercising its authority at any time to enter an order that seals or limits inspection of a case record or that makes a case record subject to inspection.

Resolution Of Disputes As To Requests For Inspection By Administrative Or Chief Judge [Rule 16-1011]

- Rule 16-1011 provides the procedure to be followed in the event a custodian is in doubt about a request for inspection of a court record.
- After hearing from or making a reasonable effort to communicate with the parties, the court to which the dispute has been referred shall make a preliminary finding and issue an order to that effect.
- If the court determines that the record is subject to inspection, the objecting party may file an action to enjoin the inspection in accordance with Rules 15-501 through 15-505.
- If the court determines the court record is not subject to inspection, the party seeking inspection may file an action under the Public Information Act or the Rules governing access to court records.

The following forms (Appendix “A,” “B,” and “C”) have been prepared to assist attorneys as well as the public. They are only presented as a guide and do not represent an official pronouncement by any court. They are not official forms. The sample forms do not replace the forms, for example Form CC-DC/CR 1S, used by District Court commissioners. Members of the public who feel that assistance is needed in filing a motion/request regarding court records should consult private counsel, or if eligible, any of the public agencies involved in providing legal assistance. An employee of the clerk’s office may advise as to the availability of these forms provided such information given is of a purely mechanical nature that does not constitute the practice of law. The official court forms can be found at mdcourts.gov.

[SAMPLE FORM]

This sample form does not replace the form(s), for example form CC-DC/CR 1S, used by District Court commissioners.

APPENDIX A: REQUEST TO SHIELD INFORMATION IN A CASE RECORD [RULE 16-1009(b)(2)]

(District/Circuit) Court of Maryland for _____

Located at _____

Case Name/Docket Number _____

In my judgment, the following information which consists of (i) a case record; (ii) part of a case record; or (iii) information contained in the case record, is confidential and not subject to inspection under the Court Access Rules.

The information that should not be disclosed is [and you must be specific]:

The reason(s) the information should not be disclosed is [and you must be specific]:

Please answer the following questions that will assist the court in its decision:

Have you ever made a request to shield? Yes _____ No _____

If "yes," was such previous request to shield before a clerk/custodian, Commissioner or a Judge?
Yes ___ No ___ If applicable, indicate the name of the clerk/custodian, Commissioner or Judge and
the approximate date the request was made:

List what, if any, relationship you have to the record, e.g., filer of the record, subject of the record,
witness cited in the record, etc. _____

VERIFICATION

I solemnly affirm under the penalties of perjury that the contents of this Request are true and
correct to the best of my knowledge, information and belief.

Signature

Date

ORDER/APPROVAL

ORDERED/APPROVED, this _____ day of _____, by _____ that
the above Request to Shield is hereby GRANTED/DENIED.

Signature

Date

[SAMPLE FORM]

This sample form does not replace the form(s), for example form CC-DC/CR 1S, used by District Court commissioners.

APPENDIX B: MOTION TO SEAL OR OTHERWISE LIMIT INSPECTION OF A CASE RECORD [RULE 16-1009(a)(1)(A)]

(District/Circuit) Court of Maryland for _____

Located at _____

Case Name/Docket Number _____

In my judgment, the following information which consists of (i) a case record; (ii) part of a case record; or (iii) information contained in the case record, is confidential and not subject to inspection under the Court Access Rules.

The information that should not be disclosed is:

The reason(s) the information should not be disclosed is:

Please answer the following questions that will assist the court in its decision:

Have you ever made a request to seal/shield? Yes _____ No _____

If "yes," was such previous request to seal/shield before a Commissioner or a Judge? Yes _____ No ____ If applicable, indicate the name of the Commissioner or Judge and the approximate date the request was made:

List what, if any, relationship you have to the record, e.g., filer of the record, subject of the record, witness cited in the record, etc.

VERIFICATION

I solemnly affirm under the penalties of perjury that the contents of this Motion are true and correct to the best of my knowledge, information and belief.

Signature Date

CERTIFICATE OF SERVICE [SEE RULE 16-1009(a)(2)(A) and (B)]

I certify that on this _____ day of _____, 20___, copies of this Motion to Seal or Otherwise Limit Inspection of a case record were served upon the following parties to this action and each identifiable person who is the subject of the case record(s), c/o the name and at the address set forth below:

Signature Print Name

(Please attach any additional pages that you need). (Note: You must be specific in your identification of information to be sealed, including identifying specifically which documents or portions thereof you believe should be sealed. You also must be specific in stating your reasons why you believe the case record, part of a case record, or information contained in a case record is confidential and not subject to inspection).

ORDER

Whereas the Court has considered the information in this matter, it is therefore ORDERED that the moving party's MOTION TO SEAL OR OTHERWISE LIMIT INSPECTION OF A CASE RECORD is hereby GRANTED/DENIED.

ORDERED, that a copy of this ORDER be served on _____

Date:_____ Judge:_____

[SAMPLE FORM]

This sample form does not replace the form(s), for example form CC-DC/CR 1S, used by District Court commissioners.

APPENDIX C: MOTION TO PERMIT INSPECTION [RULE 16-1009(a)(1)(B)]

Under Rule 16-1009(a)(1)(B), a party to an action in which a case record is filed and a person who is the subject or is specifically identified in a case record may file a motion to permit inspection of a case record filed in that action that is not otherwise shielded from inspection from the access rules.

(District/Circuit) Court of Maryland for _____

Located at _____

Case Name/Docket Number _____

On _____ (cite date), the _____ (custodian court) in the above matter (sealed) (shielded) the following information (documents) (records):

The reason(s) for permitting inspection of the above-referenced information is:

VERIFICATION

I solemnly affirm under the penalties of perjury that the contents of this Motion are true and correct to the best of my knowledge, information and belief.

Signature

Date

CERTIFICATE OF SERVICE [SEE RULE 16-1009(a)(2)(A) and (B)]

I certify that on this _____ day of _____, 20___, copies of this Motion to Permit Inspection of certain case records were served upon the following parties to this action and each identifiable person who is the subject of the case records,, c/o the name and at the address set forth below:

Signature

Print Name

(Please attach any additional pages that you need). (Note: You must be specific in your identification of information to be inspected, including identifying specifically which documents or portions thereof you believe should be made available. You also must be specific in stating your reasons why you believe the case record, part of a case record, or information contained in a case record is not confidential and subject to inspection).

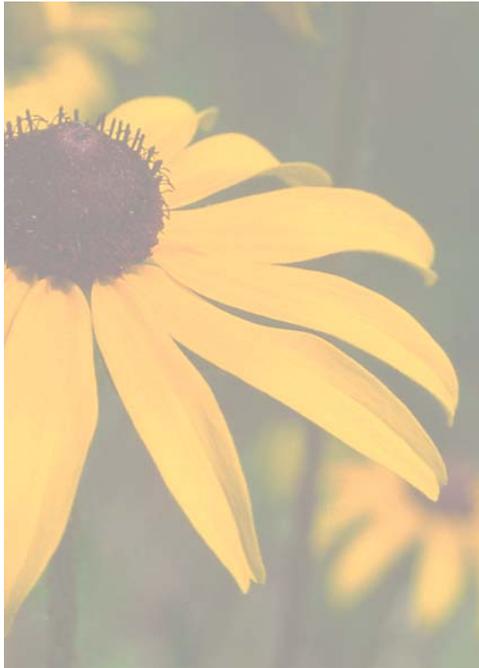
ORDER

Whereas the Court has considered the information in the matter, it is therefore ORDERED that the moving party’s MOTION TO PERMIT INSPECTION is hereby GRANTED/DENIED.

ORDERED, that a copy of this ORDER be served on _____

Date:_____

Judge: _____



court information office

410-260-1488