

1 **Rule 4-202.01. Definitions.**

2 **Intent:**

3 To provide a uniform definition for special terms.

4 **Applicability:**

5 This rule applies to the judicial branch.

6 **Statement of the Rule:**

7 As used in these rules:

8 (1) "**Access**" means to inspect and obtain a copy.

9 (2) "**Court record**" means a record prepared, owned, received, or retained by a court or the
10 administrative office of the courts.

11 (3) "**Record**" means books, letters, documents, papers, maps, plans, photographs, films, cards,
12 tapes, recordings, data or other materials, regardless of form or characteristics, that are
13 reproducible.

14 (4) "**Record**" does not mean any of the following unless received into evidence:

15 (4)(A) drafts;

16 ~~(4)(B)~~ calendars;

17 ~~(4)(C)~~ notes or similar materials prepared for the originator's personal-own use or for the
18 personal-sole use of an individual for whom the originator works;

19 ~~(4)(DB)~~ a document or communication prepared or received by an individual in the
20 individual's private capacity or a document or communication prepared or received by an
21 individual that is unrelated to the public's business;

22 ~~(4)(EG)~~ materials legally owned by an individual in the individual's private capacity;

23 ~~(4)(FD)~~ materials to which access is limited by the laws of copyright or patent unless the
24 copyright or patent is owned by the courts;

25 ~~(4)(GE)~~ proprietary software or software developed or purchased by or for the courts for
26 its own use;

27 ~~(4)(HF)~~ junk mail or commercial publications received by the courts or an official or
28 employee of the courts; or

29 ~~(4)(IG)~~ materials contained in the collection of libraries open to the public.

30 *Effective: ~~April~~ May 1, 2024~~13~~*