

1 **Rule 4-202.04. Request to access a record associated with a case; request to classify a**
2 **record associated with a case.**

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4 **Intent:**

5 To establish the process for accessing a court record associated with a case.

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7 **Applicability:**

8 This rule applies to court records associated with a case.
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10 **Statement of the Rule:**

11 | (1) **Written request.** A request to access a public court record shall be presented in writing to
12 | the clerk of the court unless the clerk waives the requirement. A request to access a non-public
13 | court record to which a person is authorized access [pursuant to 4-202.03](#) shall be presented in
14 | writing to the clerk of the court. A written request shall contain the requester's name, mailing
15 | address, daytime telephone number and a description of the record requested. If the record is a
16 | non-public record, the person making the request shall present identification.
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18 | **(2) Motion or petition to access record.**
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20 | (2)(A) If a written request to access a court record is denied by the clerk of court, the
21 | person making the request may file a motion [or petition](#) to access the record.
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23 | (2)(B) A person not authorized to access a non-public court record [pursuant to rule 4-](#)
24 | [202.03](#) **must** file a motion [or petition](#) to access the record. If the court allows access,
25 | the court may impose any reasonable conditions to protect the interests favoring closure.
26

27 | [\(2\)\(C\) A motion should be filed when the court record is associated with a case over](#)
28 | [which the court has continuing jurisdiction. A petition should be filed to access the record](#)
29 | [if the court record is associated with a case over which the court no longer has](#)
30 | [jurisdiction.](#)
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32 | **(3) Motion or petition to reclassify record.**
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34 | (3)(A) If the court record is associated with a case over which the court has [continuing](#)
35 | jurisdiction, a person with an interest in a court record may file a motion to classify the
36 | record as private, protected, sealed, safeguarded, juvenile court legal, or juvenile court
37 | social; or to have information redacted from the record. The court shall deny access to
38 | the record until the court enters an order.
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40 | (3)(B) If the court record is associated with a case over which the court no longer has
41 | jurisdiction, a person with an interest in the record may file a petition to classify the
42 | record as private, protected, sealed, safeguarded, juvenile court legal, or juvenile court

43 social; or to have information redacted from the record. The court shall deny access to
44 the record until the court enters an order.

45
46 (45) Rules of Procedure Applicable to Motions and Petitions. As appropriate for the nature
47 of the case with which the record is associated, the motion or petition shall be filed and
48 proceedings shall be conducted under the rules of civil procedure, criminal procedure, juvenile
49 procedure, or appellate procedure. The person filing the motion or petition shall serve any
50 representative of the press who has requested notice in the case. The court shall conduct a
51 closure hearing when a motion or petition to close a record is contested, when the press has
52 requested notice of closure motions or petitions in the particular case, or when the court decides
53 public interest in the record warrants a hearing.

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55 (54) Classify – Redact. The court may classify the record as private, protected, ~~or~~ sealed,
56 safeguarded, juvenile court legal, or juvenile court social, or redact information from the record if
57 the record or information:

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59 (54)(A) is classified as private, protected, sealed, safeguarded, juvenile court legal, or
60 juvenile court social under Rule 4-202.02;

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62 (54)(B) is classified as private, controlled, or protected by a governmental entity and
63 shared with the court under the Government Records Access and Management Act;

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65 (54)(C) is a record regarding the character or competence of an individual; or

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67 (54)(D) is a record containing information the disclosure of which constitutes an
68 unwarranted invasion of personal privacy.

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70 ~~(5) As appropriate for the nature of the case with which the record is associated, the motion or~~
71 ~~petition shall be filed and proceedings shall be conducted under the rules of civil procedure,~~
72 ~~criminal procedure, juvenile procedure, or appellate procedure. The person filing the motion or~~
73 ~~petition shall serve any representative of the press who has requested notice in the case. The~~
74 ~~court shall conduct a closure hearing when a motion or petition to close a record is contested,~~
75 ~~when the press has requested notice of closure motions or petitions in the particular case, or~~
76 ~~when the court decides public interest in the record warrants a hearing.~~

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78 (6) Factors and findings. In deciding whether to allow access to a court record or whether to
79 classify a court record as private, protected, or sealed, safeguarded, juvenile court legal, or
80 juvenile court social, or to redact information from the record, the court may consider any
81 relevant factor, interest, or policy, including but not limited to the interests described in Rule 4-
82 202. In ruling on a motion or petition under this rule the court shall:

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84 (6)(A) make findings and conclusions about specific records;

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86 (6)(B) identify and balance the interests favoring opening and closing the record; and

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88 (6)(C) if the record is ordered closed, determine there are no reasonable alternatives to
89 closure sufficient to protect the interests favoring closure.

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91 | (7)(A) **Appellate briefs.** If an appellate brief is sealed, the clerk of the court shall seal the brief
92 under Rule 4-205. If an appellate brief is classified as private, protected, safeguarded, juvenile
93 court legal, or juvenile court social, the clerk of the court shall allow access only to persons
94 authorized by Rule 4-202.03. If the court orders information redacted from the brief, the clerk of
95 the court shall remove the information and allow public access to the edited brief.

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97 | (8)(B) **State Law Library.** If the petitioner serves the order on the director of the State Law
98 Library, the director shall comply with the order in the same manner as the clerk of the court
99 | under paragraph (67)(A).

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101 | (9)(C) **Compliance.** Unless otherwise ordered by the court, the order is binding only on the
102 | court, the parties to the motion or petition, and the state law library. Compliance with the order
103 by any other person is voluntary.

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105 | (10) **Governing rules.** A request under this rule to access a public court record -is also
106 | governed-also by Rule 4-202.06. A motion or petition under this rule is not governed by Rule 4-
107 202.06 or Rule 4-202.07.

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109 | *Effective: May 1, 2023~~16~~*