

Implementing Sealing & Redacting Orders:

Basics:

There is a difference between sealing decisions made by your **court order vs. statutes** and court rules that protect records by category.

Statutes categorically protect: Dependency, Termination, Becca, ITA, Parentage, Adoption cases, which are case types 5, 6, and 7. Even the existence of these cases is not available to the public. There is no public index to them. Statutes specify who has access.

GR 22 categorically protects certain documents filed in Family Law and Guardianship cases. No court order is necessary, no Ishikawa analysis is necessary. The rule dictates who has access to these documents.

Sealing Orders:

- Clear orders that don't necessitate discretion or interpretation on the part of Clerk's Office staff is the most desirable situation.
- In 2006, the Clerk's Office recognized sealing as a special practice area and created an internal sealing committee and a sealing coordinator staff position.
- Goal of the committee is to establish procedures to implement sealing orders and to review problematic orders.

GR 15 – Destruction, Sealing & Redaction of Court Records

Best Practices:

- 1) Per GR 15, a motion or order to delete, purge, remove, excise, or erase or redact shall be treated as a motion to seal.
- 2) Orders to Seal should not be included in any other order, appropriately captioned "Order to Seal." Pursuant to the rule, orders to seal are public. The Clerk asks parties to avoid combining Motion and Order to Seal, unless it is intended for the motion to also be public.
- 3) The Clerk cannot seal partial documents. Orders to Seal "Attached Documents" are not compatible with the rule and lead to problems with the record – the order sealing cannot be sealed. Likely, the redaction process described in GR 15 will accomplish the intent.

- 4) If order is to seal documents, each document caption, date filed and document sub number should be included in the order.
- 5) If the Order to Seal is sealing "all documents listed on attached page," best practice is to please initial the separate page, so that we know it has been appropriately ordered
- 6) Per GR 15: "a court record shall not be sealed...when redaction will adequately resolve the issues..."
 - a. The redacted copy shall be provided by the moving party.
 - b. The original un-redacted court record shall be sealed & not returned to the parties.
 - c. The redacted copy must be the entire original document, not selected pages.
 - d. Documents in the file that are to be sealed due to a redacting order need to be clearly identified in the order by date filed, document title and sub number.
 - e. Caption of the redacted version should include additional language of "Redacted copy pursuant to (date) order.
- 7) GR 15 dictates that index information is to remain for sealed documents/files. We ask to please avoid language that conflicts with this. The existence of the record is public.
 - a. *The existence of a court file sealed in its entirety, unless protected by statute, is available for viewing by the public on court indices. Information is limited to case number, names of the parties, the notation "Case Sealed," the case type and cause of action in civil cases and the charge in the criminal cases, except where the conviction has been vacated.*
- 8) Access to records: The Order to Seal should list, specifically, who gets access to the sealed document/file. Names to be used whenever possible; avoid using categories or groups. Otherwise, the Clerk will require an Order to Access.
- 9) When the Clerk's Office receives sealing orders for specific periods of time, a procedure is in place to track the expiration date and remove the seal.

LGR 15 – Who is to hear motions to seal previously filed documents?

- 1) **Criminal** – Motions for cases that are not pending trial shall be presented to the assigned judge or his/her successor. If no assigned judge, to the respective Chief.
- 2) **Civil** – Shall be presented to the assigned judge or if there is no assigned judge to the respective Chief.
- 3) **Family Law cases w/ children** – shall be presented to the assigned judge or if there is no assigned judge to the respective Chief.
- 4) **Guardianship, Trusts and Probate** (Title 11) and **Vulnerable Adult Protection Orders** (RCW 74.04) – motions may be presented to any regularly sitting, but not Pro Tem, Ex Parte Commissioners (Judicial Officer).
Minor/Incapacitated Settlement – shall be presented to the judicial officer who approved the settlement, unless the approving judicial officer is a Pro Tem Commissioner, in which case the motion shall be brought before the assigned judge or a regularly sitting Ex Parte Commissioner (Judicial Officer).

GR 22 – Access to Family Law & Guardianship Court Records

Relative to Sealing:

- 1) Sealed cover sheet permitted only for financial source documents, personal health care records & confidential reports.
- 2) The Clerk's Office is not policing the cover sheet for use, except for wrong case type use.
- 3) Parties are to follow the rules and challenge the coversheet use in court, if inappropriate.
- 4) If parties file docs without the GR 22 coversheet, the document will not be sealed. If they pursue an order to seal docs covered by GR 22, likely the Court need not perform Ishikawa analysis.

GR 31 – Access to Court Records

Relative to the Sealing (SSN's, finance account & Driver's License #'s)

- 1) The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court or the Clerk will not review pleadings for compliance. If filed without redaction, the opposing party or identified person can move the Court for redaction.

Additional Notes:

Orders to Destroy/Expunge: Per GR 15 - *The court shall not order the destruction of any court record unless expressly permitted by statute.* The only statute that currently exists is related to offender cases that are filed and then deferred, when no other case history exists.

Orders to Vacate: Per GR 15, orders to vacate do not automatically seal anything. If sealing is the desired outcome, two different orders should be presented and approved.

Protective Orders: LCR 26: *A motion to seal must be made separately pursuant to LGR 15 and cannot be submitted as part of a protective order.* Protective Orders do not seal documents in the case file.

FTR Recordings: To seal the FTR record, the order must list the courtroom number, date and start/stop times of the recording to be sealed.

Commissioners: Commissioners have limited ability to sign orders to seal. Family law commissioners have no authority to seal. Ex Parte Commissioners have ability as described in LGR 15.

Clerk's Office Contacts:

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IN THE SUPERIOR COURT OF WASHINGTON STATE FOR KING COUNTY

_____)	Cause No.
_____)	
Plaintiff/Petitioner)	
v. _____)	ORDER TO SEAL
_____)	(ORSF) /(ORSD)
_____)	
Defendant/Respondent)	(Clerk's Action Required)

I. FINDINGS:

The Court having reviewed the applicant's motion and declaration to seal specific documents or this file, and pursuant to applicable case law and court rules, finds compelling circumstances to grant the order as follows:

II. NOW THEREFORE IT IS HEREBY ORDERED THAT:

2.1 The Clerk of the Court shall seal the following document(s) in this cause:

Sub number	Filed date	Document title
_____	_____	_____
_____	_____	_____
_____	_____	_____

AND

2.2 The moving party, or _____, shall file a redacted copy of the document(s) to be sealed along with a copy of this order, prior to sealing by the Clerk.

OR

2.3 The Clerk of the Court shall seal the entire file.

2.4 Access to the sealed document(s) or file is limited to the following persons (not their designees), who are authorized to review the file or documents without further court order:

Petitioner/Plaintiff Respondent/Defendant

Pet / Plaintiff Attorney of record Respondent / Def Attorney of record

By Court order only

Other persons specifically named here:

2.5 Access to the sealed record is available only in the Clerk's Office.

2.6 In the event of an application for the opening of the sealed document or file, a hearing shall be noted and notice shall be given or attempted to the following persons in addition to the parties, or their counsel if represented:

DATED this _____ day of _____, 20____.

JUDGE/COURT COMMISSIONER

Presented by:

Approved for Entry:

Printed Name: _____

Printed Name: _____

Attorney For: _____

Attorney For: _____

Bar No.: _____

Bar No.: _____

Address: _____

Address: _____

Phone: _____

Phone: _____