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TO: CLARION COUNTY BAR ASSOCIATION MEMBERS
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CLARION COUNTY REGISTER OF WILLS, ORPHANS COURT
CLARION COUNTY DOMESTIC RELATIONS OFFICE
CLARION COUNTY PROBATION OFFICES
COMMON PLEAS COURT STAFF

FROM: TAMMY J. SLIKE, DISTRICT COURT ADMINISTRATOR

RE: PUBLIC ACCESS POLICY

DATE: JANUARY 3, 2018

As most of you are probably already aware, January 6, 2018 is the implementation date of the Public Access Policy of the Unified Judicial System (UJS). Clarion County has published a Local Rule regarding this Policy, which will appear on the Court section of Clarion County's website and which was published in the Pennsylvania Bulletin on December 9, 2017.

Additionally, the Communications Office of the Pennsylvania Courts released a video series regarding the new Public Access Policy. Their news release follows this memo so that you can review it as well as link to the UJS website to see the videos, read the Policy and find the forms that you will need - Confidential Information Form, Confidential Document Form, Certification of Compliance Form. The Local Rule accompanies this memo as well.

Please be sure to review all of this information carefully as it will change what you include in your documents, and in some instances cause you to include a Confidential Information Form or Confidential Document Form with your filings. It is the responsibility of the filer, whether that filer is counsel or a pro se litigant, to comply with the Public Access Policy. The court or any court custodian is not required to review any filed document for compliance with the Public Access Policy of the UJS. Failure to comply with the Policy shall not affect access to case records that are otherwise accessible. Additionally, all filers must certify that their filing complies with the provisions of the UJS Public Access Policy. Thank you.

NEWS RELEASE FROM THE COMMUNICATIONS OFFICE OF THE PENNSYLVANIA COURTS

On December 20, 2017 the Pennsylvania courts released a video series on new public access policy for appellate and trial court case records

HARRISBURG — Pennsylvania courts today released a [series of videos](#) that explain the judiciary's new policy for protecting confidential information and documents in public court filings with the trial and appellate courts.

The new [Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts](#) is effective on Jan. 6, 2018. This policy affects everyone – including attorneys – filing cases in Philadelphia Municipal Court (excluding the Traffic Division), Common Pleas, Commonwealth, Superior and Supreme Courts.

The policy's goal is to ensure that court records are open and accessible to the public while also safeguarding personal identifiers and sensitive information – such as social security numbers and tax returns – that may be contained in documents filed with those courts.

The new video series highlights:

- how to file confidential documents
- how to protect certain pieces of confidential information
- how to access court records.

Anyone filing court documents in the trial and appellate courts is responsible for safeguarding information in the documents they file with the courts. Courts may impose appropriate sanctions upon a party or attorney for failing to comply with the new policy.

Before submitting a filing, it is important to [watch the video series](#) and read the public access policy and related filing and educational information available at www.pacourts.us/public-records.

LOCAL RULE OF JUDICIAL ADMINISTRATION

Rule 101 Public Access Policy: Case Records of the Trial Courts

Pursuant to Section 7 of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, persons who file documents that contain confidential information as defined by the Policy shall use and file a Confidential Information Form in order to comply with the Policy. The form shall be available in each filing office as well as on the Court section of the Clarion County website at <http://www.co.clarion.pa.us/government/courts.html>