

Guidelines for Public Requests for Viewing and Obtaining Copies of Court Filed Exhibits

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Responsibility: Criminal Division

When a request for viewing or obtaining copies of court filed exhibits has been made, the following guidelines should be applied:

1. Upon conclusion of a trial and after the exhibits have been deposited with the court, or if a signed judicial order has been obtained, exhibits will be made available for viewing within a reasonable timeframe.
2. No sealed exhibits will be available for viewing without a court order specifically stating that the exhibits may be unsealed for purposes of viewing and/or copying.
3. A judicial order must be provided for any requests to obtain copies of a video, DVD, audio tapes or any recording. The order shall include that the Court Administrator will refer the video out through an approved District Court duplication services vendor. Requesting parties are responsible for all costs.
4. Arrangements to view or obtain copies of exhibits should be scheduled through the District Court. All media requests should be referred to District Court's Public Affairs Communications Specialist.
5. Requests should be made to the specific division where the exhibits were filed.

If upon retrieval of the exhibit(s) it comes to the clerk's attention that the exhibit(s) contain sensitive or personal images or data and additional authorization is necessary, the clerk will forward the request to the case attorneys and to the sentencing judge for guidance.