DISCLOSURE OF RECORDS

(g)(1) The following records and files are deemed confidential:

a. Affidavits, transcriptions or electronic records for search warrants prior to the return of service of such warrant;

b. Affidavits, transcriptions or electronic records for arrest warrants prior to the return of service of such warrant;

c. Pre-sentence or after-sentence investigation reports;

d. Mental health, psychiatric and medical reports and records;

e. Alcohol, drug and controlled substance evaluations;

f. Deferred Prosecution Petitions and Stipulations;.

g. Certified copies of driving and criminal records unless duly admitted into evidence; and

h. Judge's notes and working documents, whether written or electronic.

(g)(2) Access to confidential records is strictly limited to persons or entities authorized by statute or Court order to obtain such records.

(g)(3) Requests for access to Court Records shall be made in writing in the form provided by the Court, and shall be granted or denied by the designated public disclosure clerk, subject to review by the judge, who shall state reasons for denial in writing. Any person objecting to such denial of access may file a motion for reconsideration along with a supporting affidavit.

(g)(4) Costs of copying and transcription shall be borne by the person or entity requesting any copies. Unless otherwise ordered by the Court, copy costs shall be as follows:

a) Preparing a certified copy of an instrument on file or of record in the clerk's office: $5.00 for the first page or a portion of the first page and $1.00 for each additional page;

b) Authenticating, exemplifying an instrument or document: $2.00 for each additional seal affixed;

c) Preparing a copy of an instrument or document on file or of record without a seal: .50 cents per page;

d) Copying a document without a seal or that is in an electronic format: .25 cents per page;

e) Copies made on a CD: $20.00 per CD;

f) Receiving faxed documents authorized by court rules: up to $3.00 for the first page and $1.00 for each additional page; and

g) Exceptionally lengthy or time-consuming requests for services: up to $20.00 per hour or portion of an hour.

(g)(5) No documents or electronic data may be removed from the court office, chambers, court room, except for storage, without prior written order of the Court.