LCRLJ 79. BOOKS AND RECORDS KEPT BY THE CLERK

(a) Other Books and Records Kept by Clerk

(1) Exhibits. Exhibits shall be kept separate from the Court file. Any inspection of an exhibit must be in the presence of a clerk unless authorized by an order of the Court.

(2) Rejection of Unsuitable Material. The Clerk shall not accept for filing in the court file, matters which should be filed as an exhibit or other material not to be included by reason of LCRLJ 5 (d) (6). When the Clerk is uncertain as to whether a matter is suitable for filing, he/she shall seek the advice of the Judge before filing the same.

(3) Removal of Files. No file may removed from the Clerk's Office without an order of the Court, except as herein provided; an attorney, legal intern, legal assistant, District Court Probation Officer, may check out a file without a specific order of the court. A person taking a file and failing to return same file by the close of business of the same day the file was checked out, shall lose the privilege of checking out files until the previously taken file is returned. Failure to return the file after notice from the Clerk's' Office of a violation of this rule may result in the imposition of terms or other appropriate sanctions. Any person checking out a file and leaving it with a judge or clerk shall have the duty to correct the check-out record in the Clerk's Office, showing with whom the file was left.

(4) Items Required to be Sealed by the Clerk's Office are as follows:

(i) Alcohol evaluations and reports;

(ii) Mental health evaluations and reports;
(iii) Drug evaluations and reports;

(iv) Pre-trial release evaluations and recommendations; and

(v) Any other item ordered to be sealed by a judge or classified as confidential by statute, rule or regulation (See LARLJ 9).

(vi) Determinations of Indigency.