LGR 0.15
DESTRUCTION, SEALING, AND REDACTION OF COURT RECORDS

(a) See GR15

(b) See GR 15

(c) Sealing or Redacting Court Records.

(1) Motions to Destroy, Redact or Seal. Motions to destroy, redact or seal all or part a court record shall be presented, in accordance with GR 15 to the assigned judge or Presiding Judge if there is no assigned judge.

(A) Guardianship, Trusts and Probate: (Title 11) Motions may be presented to the Ex Parte Commissioner.

(B) Vulnerable Adult Protection Order: (RCW 74.04) Motions may be presented to the Ex Parte Commissioner.

(C) Minor/Incapacitated Settlement: The motion shall be presented to the assigned judge.

(D) Name Changes Based on Domestic Violence: If no assigned judge, motion may be presented by the requesting party to the Ex Parte Commissioner.

(2) Financial Source Documents, Personal Health Care Records and Confidential Reports in Title 26 or Title 11 Cases: In a proceeding brought pursuant to RCW 26 or RCW 11, "financial source document", "personal health care record" and "confidential report" as defined under and submitted in accordance with GR 22 will be automatically sealed by the clerk without court order, if accompanied by the proper cover sheet.

(3) Orders to Destroy, Redact or Seal. Any order containing a directive to redact or seal all or part of a court record must be clearly captioned as such and may not be combined with any other order; the clerk's office is directed to return any order that is not so captioned to the judicial officer signing it for further clarification. The clerk is directed to not accept for filing and to return to the signing judicial officer any order that is in violation of this rule.

(4) Motions to Seal/Redact Filed Contemporaneously with Confidential Document(s).

(A) Contemporaneously with filing the motion to seal, the moving party shall provide the following as working copies:

(i) the original unredacted copy of the document (s) the party seeks to file under seal to the hearing judge in an envelope for in camera view. The words "SEALED PER COURT ORDER DATED [insert date]" shall be written on the unredacted document (s). The following information shall be written on the envelope: The case caption and cause number; a list of the document (s) under review; and the words "SEALED PER COURT ORDER DATED [insert date]."

(ii) a proposed redacted copy of the subject documents(s).

(iii) a proposed order granting the motion to seal, with specific proposed findings setting forth the basis for sealing the document (s).

(B) If the judicial officer denies the motion to seal, the judicial officer will file the original unredacted document(s) unsealed with an order denying the motion. The words "SEALED PER COURT ORDER FILED [insert date]" will be crossed out on the unredacted document(s).

(C) If the judicial officer grants the motion to seal, in whole or in part, the judicial officer will cause to be filed the sealed document (s) contemporaneously with a separate order granting the motion. If the judicial officer grants the motion by allowing redaction, the judicial officer shall write the words "SEALED PER COURT ORDER DATED [inserted date]" in the caption of the unredacted document before filing.

(d) See GR 15

(e) Motions to Unseal or Examine. See GR 15 with respect to motions to unseal or examine a sealed court record.

(f) See GR 15.

(g) See GR 15.

(h) See GR 15.

(i) See GR 15.

(j) See GR 15.

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