

1 **Rule 4-202.02. Records classification.**

2 Intent:

3 To classify court records as public or non-public.

4 Applicability:

5 This rule applies to the judicial branch.

6 Statement of the Rule:

7 (1) Court records are public unless otherwise classified by this rule.

8 (2) Public court records include but are not limited to:

9 (2)(A) abstract of a citation that redacts all non-public information;

10 (2)(B) aggregate records without non-public information and without personal
11 identifying information;

12 (2)(C) arrest warrants, but a court may restrict access before service;

13 (2)(D) audit reports;

14 (2)(E) case files;

15 (2)(F) committee reports after release by the Judicial Council or the court that
16 requested the study;

17 (2)(G) contracts entered into by the judicial branch and records of compliance with
18 the terms of a contract;

19 (2)(H) drafts that were never finalized but were relied upon in carrying out an action
20 or policy;

21 (2)(I) exhibits, but the judge may regulate or deny access to ensure the integrity of
22 the exhibit, a fair trial or interests favoring closure;

23 (2)(J) financial records;

24 (2)(K) indexes approved by the Management Committee of the Judicial Council,
25 including the following, in courts other than the juvenile court; an index may contain any
26 other index information:

27 (2)(K)(i) amount in controversy;

28 (2)(K)(ii) attorney name;

29 (2)(K)(iii) case number;

30 (2)(K)(iv) case status;

31 (2)(K)(v) civil case type or criminal violation;

32 (2)(K)(vi) civil judgment or criminal disposition;

33 (2)(K)(vii) daily calendar;

34 (2)(K)(viii) file date;

35 (2)(K)(ix) party name;

36 (2)(L) name, business address, business telephone number, and business email
37 address of an adult person or business entity other than a party, but the name of a juror
38 or prospective juror is private until released by the judge;

39 (2)(M) name, address, telephone number, email address, date of birth, and last four
40 digits of the following: driver's license number; social security number; or account
41 number of a party;

42 (2)(N) name, business address, business telephone number, and business email
43 address of a lawyer appearing in a case;

44 (2)(O) name, business address, business telephone number, and business email
45 address of court personnel other than judges;

46 (2)(P) name, business address, and business telephone number of judges;

47 (2)(Q) name, gender, gross salary and benefits, job title and description, number of
48 hours worked per pay period, dates of employment, and relevant qualifications of a
49 current or former court personnel;

50 (2)(R) opinions, including concurring and dissenting opinions, and orders entered in
51 open hearings;

52 (2)(S) order or decision classifying a record as not public;

53 (2)(T) private record if the subject of the record has given written permission to make
54 the record public;

55 (2)(U) publications of the administrative office of the courts;

56 (2)(V) record in which the judicial branch determines or states an opinion on the
57 rights of the state, a political subdivision, the public, or a person;

58 (2)(W) record of the receipt or expenditure of public funds;

59 (2)(X) record or minutes of an open meeting or hearing and the transcript of them;

60 (2)(Y) record of formal discipline of current or former court personnel or of a person
61 regulated by the judicial branch if the disciplinary action has been completed, and all

62 time periods for administrative appeal have expired, and the disciplinary action was
63 sustained;

64 (2)(Z) record of a request for a record;

65 (2)(AA) reports used by the judiciary if all of the data in the report is public or the
66 Judicial Council designates the report as a public record;

67 (2)(BB) rules of the Supreme Court and Judicial Council;

68 (2)(CC) search warrants, the application and all affidavits or other recorded
69 testimony on which a warrant is based are public after they are unsealed under Utah
70 Rule of Criminal Procedure 40;

71 (2)(DD) statistical data derived from public and non-public records but that disclose
72 only public data;

73 (2)(EE) Notwithstanding subsections (6) and (7), if a petition, indictment, or
74 information is filed charging a person 14 years of age or older with a felony or an
75 offense that would be a felony if committed by an adult, the petition, indictment or
76 information, the adjudication order, the disposition order, and the delinquency history
77 summary of the person are public records. The delinquency history summary shall
78 contain the name of the person, a listing of the offenses for which the person was
79 adjudged to be within the jurisdiction of the juvenile court, and the disposition of the
80 court in each of those offenses.

81 (3) The following court records are sealed:

82 (3)(A) adoption records, which are private until sealed;

83 (3)(B) expunged records;

84 (3)(C) orders authorizing installation of pen register or trap and trace device under
85 Utah Code Section 77-23a-15;

86 (3)(D) records showing the identity of a confidential informant;

87 (3)(E) records relating to the possession of a financial institution by the
88 commissioner of financial institutions under Utah Code Section 7-2-6;

89 (3)(F) wills deposited for safe keeping under Utah Code Section 75-2-901;

90 (3)(G) records designated as sealed by rule of the Supreme Court; and

91 (3)(H) other records as ordered by the court under Rule 4-202.04.

92 (4) The following court records are private:

- 93 (4)(A) adoption records until sealed;
- 94 (4)(B) aggregate records other than public aggregate records under subsection (2);
- 95 (4)(C) alternative dispute resolution records;
- 96 (4)(D) applications for accommodation under the Americans with Disabilities Act;
- 97 (4)(E) citation, but an abstract of a citation that redacts all non-public information is
98 public;
- 99 (4)(F) custody evaluations;
- 100 (4)(G) eligibility for benefits or services or the determination of the benefit level;
- 101 (4)(H) home studies;
- 102 (4)(I) judgment information statement;
- 103 (4)(J) judicial review of final agency action under Utah Code Section 62A-4a-1009;
- 104 (4)(K) the following personal identifying information about a party: driver's license
105 number, social security number, account description and number, password,
106 identification number, maiden name and mother's maiden name, and similar personal
107 identifying information;
- 108 (4)(L) the following personal identifying information about a person other than a
109 party: residential address, personal email address, personal telephone number; date of
110 birth, driver's license number, social security number, account description and number,
111 password, identification number, maiden name, mother's maiden name, and similar
112 personal identifying information;
- 113 (4)(M) guardianship cases and conservatorship cases, except the order of
114 appointment and letter of appointment, which are public;
- 115 (4)(N) medical, psychiatric, or psychological records;
- 116 (4)(O) name of a minor, except that the name of a minor party is public in the
117 following district and justice court proceedings:
- 118 (4)(O)(i) name change of a minor;
- 119 (4)(O)(ii) guardianship or conservatorship for a minor; and
- 120 (4)(O)(iii) felony, misdemeanor or infraction;
- 121 (4)(P) personnel file of a current or former court personnel or applicant for
122 employment;

123 (4)(Q) photograph, film or video of a crime victim or of the petitioner in a cohabitant
124 abuse action or civil stalking action;

125 (4)(R) presentence investigation report;

126 (4)(S) record classified as private or controlled by a governmental entity and shared
127 with the court under the Government Records Access and Management Act;

128 (4)(T) non-public record provided by a governmental entity of a state or the United
129 States;

130 (4)(U) record regarding the character or competence of an individual;

131 (4)(V) record containing information the disclosure of which constitutes an
132 unwarranted invasion of personal privacy;

133 (4)(W) record involving the commitment of a person under Title 62A, Chapter 15,
134 Substance Abuse and Mental Health Act;

135 (4)(X) record of a court hearing closed to the public or of a child's testimony taken
136 under URCrP 15.5;

137 (4)(X)(i) permanently if the hearing is not traditionally open to the public and public
138 access does not play a significant positive role in the process; or

139 (4)(X)(ii) if the hearing is traditionally open to the public, until the judge determines it
140 is possible to release the record without prejudice to the interests that justified the
141 closure;

142 (4)(Y) record of a delinquency proceeding against an insurer under Utah Code
143 Section 31a-27-203;

144 (4)(Z) record submitted by a judge regarding judicial performance evaluation and
145 certification other than records showing whether the judge has met a standard of
146 performance;

147 (4)(AA) record submitted for in camera review until its public availability is
148 determined;

149 (4)(BB) other records as ordered by the court under Rule 4-202.04.

150 (5) The following court records are protected:

151 (5)(A) attorney's work product, including the mental impressions or legal theories of
152 an attorney or other representative of the courts concerning litigation, privileged
153 communication between the courts and an attorney representing, retained, or employed

154 by the courts, and records prepared solely in anticipation of litigation and not subject to
155 discovery;

156 (5)(B) bids or proposals until the deadline for submitting them has closed;

157 (5)(C) budget analyses, revenue estimates, and fiscal notes of proposed legislation
158 before issuance of the final recommendations in these areas;

159 (5)(D) budget recommendations, legislative proposals, and policy statements, that if
160 disclosed would reveal the court's contemplated policies or contemplated courses of
161 action;

162 (5)(E) court security plans;

163 (5)(F) investigation and analysis of loss covered by the risk management fund;

164 (5)(G) investigative subpoenas under Utah Code Section 77-22-2;

165 (5)(H) memorandum prepared by staff for a member of any body charged by law
166 with performing a judicial function and used in the decision-making process;

167 (5)(I) confidential business records under Utah Code Section 63-2-308;

168 (5)(J) a record classified as protected by a governmental entity and shared with the
169 court under Utah Code Section 63-2-206;

170 (5)(K) record created or maintained for civil, criminal, or administrative enforcement
171 purposes, audit or discipline purposes, or licensing, certification or registration
172 purposes, if the record reasonably could be expected to:

173 (5)(K)(i) interfere with an investigation;

174 (5)(K)(ii) interfere with a fair hearing or trial; or

175 (5)(K)(iii) disclose the identity of a confidential source;

176 (5)(L) record identifying property under consideration for sale or acquisition by the
177 court or its appraised or estimated value unless the information has been disclosed to
178 someone not under a duty of confidentiality to the courts;

179 (5)(M) record that would reveal the contents of settlement negotiations other than
180 the final settlement agreement;

181 (5)(N) record the disclosure of which would impair governmental procurement or
182 give an unfair advantage to any person;

183 (5)(O) record the disclosure of which would interfere with supervision of an
184 offender's incarceration, probation or parole;

- 185 (5)(P) record the disclosure of which would jeopardize life, safety or property;
- 186 (5)(Q) search warrants and search warrant affidavits before the filing of the return;
- 187 (5)(R) strategy about collective bargaining or pending litigation;
- 188 (5)(S) test questions and answers;
- 189 (5)(T) trade secrets as defined in Utah Code Section 13-24-2; and
- 190 (5)(U) other records as ordered by the court under Rule 4-202.04
- 191 (6) The following are juvenile court social records:
- 192 (6)(A) correspondence relating to juvenile social records;
- 193 (6)(B) custody evaluations, parent-time evaluations, parental fitness evaluations,
- 194 substance abuse evaluations, domestic violence evaluations;
- 195 (6)(C) medical, psychological, psychiatric evaluations;
- 196 (6)(D) pre-disposition and social summary reports;
- 197 (6)(E) probation agency and institutional reports or evaluations;
- 198 (6)(F) referral reports;
- 199 (6)(G) report of preliminary inquiries; and
- 200 (6)(H) treatment or service plans.
- 201 (7) The following are juvenile court legal records:
- 202 (7)(A) accounting records;
- 203 (7)(B) discovery filed with the court;
- 204 (7)(C) pleadings, summonses, subpoenas, motions, affidavits, calendars, minutes,
- 205 findings, orders, decrees;
- 206 (7)(D) name of a party or minor;
- 207 (7)(E) record of a court hearing;
- 208 (7)(F) referral and offense histories
- 209 (7)(G) and any other juvenile court record regarding a minor that is not designated
- 210 as a social record.
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