

RULE 7 WITHDRAWALS OF FILES FROM CLERK'S OFFICE

7.1 WHEN ALLOWED

7.1.a No official file folders of the Court shall be withdrawn from any office under the control of the Circuit Clerk or from any division of the Court unless such file is in the custody of a employee or an attorney or employee of an attorney for any of the parties. The attorney must be in good standing admitted to practice in this Court.

7.1.b An attorney in good standing admitted to practice in this Court, or employee of the attorney, may withdraw an official file folder of the Court from an office under the control of the Circuit Clerk or from any division of the Court only when that attorney or employee has permission granted by a judicial officer of this Court or by a court employee, and only for the purpose of transporting that file to another office under the control of the Circuit Clerk or another division of the Court within the Courts Building, or Justice Center.

7.1.c Any attorney, or employee of an attorney, withdrawing an official file folder of the Court from an office under the control of the Circuit Clerk or from any division of the Court shall be responsible: i.) for the security of the file while it is in his or her possession; and ii.) for advising an employee of the Circuit Clerk where the file is to be taken so that the file location may be updated in the Court's computer system. In updating the new location of the file in the computer, the clerk shall, in addition to entering the new location in the "To" section, also enter the name or bar number of the attorney, or the bar number of the attorney who employed the person withdrawing the file, in the "Requested by" section so that the computer will not only show where the file is located but also who took it there.

7.1.d Only judicial officers of this Court and court employees may withdraw an official file folder of the Court from an office under the control of the Circuit Clerk or from any division of the Court for the purpose of transporting such official file folder to or from the Family Court Center.

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7.1.e Neither an official file folder of the Court, nor any papers, documents, or other parts of an official file folder of the Court may be withdrawn from any office under the control of the Circuit Clerk or from any division of the Court by any person and removed to any location that is not another office under the control of the Circuit Clerk or another division of the Court, except as permitted by Supreme Court Operating Rule 4.22, or by specific order of the Court. Under no circumstances shall a file be removed from the building by anyone without the specific written order of a judge, or in accordance with Court Operating Rule 4.22.

7.2 DUPLICATING POLICY

Requests for copies of Court records should be directed to the designated office of the Circuit Clerk or to the Clerk of the Probate division. No charge shall be made for copies of documents furnished to any city, county, state agency or state department. Other parties shall be charged the rate specified by the applicable statutes and rules, and as posted in the Office of the Circuit Clerk or Office of the Clerk of Probate Division.