

GENERAL RULE 22
ACCESS TO GUARDIANSHIP COURT RECORDS

This document is designed to assist you in understanding restricted access documents (confidential documents) and restricted personal identifiers. It is a guide and not a legal document. Access to guardianship case documents is governed by general court rule GR 22. It is the sole responsibility of the attorneys and /or parties to comply with this rule. Court staff or the clerk will not review each document for compliance with this rule.

RESTRICTED ACCESS DOCUMENTS

Most Superior Court cases are open to the public. Some documents in guardianship cases are considered restricted access documents and are not available to the public. These documents **must** be filed with a Sealed Confidential Document Cover sheet (form S1) and will then be automatically sealed by the clerk. The other parties in the case, their attorneys, court personnel and certain other interested persons may have access to these documents.

Restricted Access Documents:

- Guardian ad Litem Report
- Medical/Psychological Report
- Financial Source Documents
 - ✓ #37-Receipt of Funds into Blocked Account
 - ✓ #27-Declaration of Guardian Assets Held in Financial Institution
 - ✓ Social Security Representative Payee Report
 - ✓ Tax returns, W-2s and schedules, wage stubs, credit card statements, financial institution statements, checks or the equivalent, check registers, loan application documents, retirement plan orders, as well as other financial information sealed by court order
- Personal Health Care Records (must be produced and signed by a health care provider)

RESTRICTED PERSONAL IDENTIFIERS

Unless otherwise necessary or ordered by the court, persons filing documents with the court should not include and, if present, shall remove or omit personal identifiers.

Restricted Personal Identifiers are a party's:

- social security number
- driver's license number
- telephone number
- financial account number (If financial account numbers are relevant, only the last four digits should be included in the document.)
- date of birth of a minor child