

Journal entries that necessarily include personal and private information must be submitted to the clerk of court's office as follows: a copy that includes the personal and private information for placement in the non-public envelope and a copy with personal and private information redacted for placement in the public file. The copy not containing the personal and private information (for the public file) will have the notation "personal and private information redacted" at all places in the document where such information was removed. The court will sign both journal entries.

The clerk of courts will not remove any personal and private information from a stamp-filed document, including records or transcripts transmitted to this court from another court, without a court order to do so. The clerk of courts may refuse to accept for filing any document that contains personal and private information that has not been redacted or submitted in accordance with this order.

Any personal and private information in documents filed prior to the implementation of this rule is considered public. Any personal and private information in records or transcripts transmitted to this court from another court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in a public record of this court may petition the court for the removal of personal and private information, and if the request is granted, the personal and private information will be removed from a stamp-filed document and placed in a separate envelope and deemed a non-public record.

All public documents filed with the clerk of court's office will be imaged and may be placed on the clerk of court's website for viewing.

IT IS SO ORDERED.

JUDGE PAUL H. MITROVICH
Presiding Judge

JUDGE EUGENE A. LUCCI
Administrative Judge

JUDGE RICHARD L. COLLINS JR.

JUDGE COLLEEN A. FALKOWSKI

JUDGE VINCENT A. CULOTTA