LEGAL COUNSEL DIV., STATE COURT ADMIN.	LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)		REV. 7/13/05
SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Abortion Notification	All trial and appellate court records of actions to determine whether abortion without parental notification is in minor's best interests.	No Public Access.	M.S. 144.343, subd. 6.
Adoption	All court records in adoption proceedings (including a petition or request by adopted person for access to the file or the original birth certificate). SEE ALSO LIMITS ON ACCESS TO VITAL STATISTICS RECORDS	No Public Access For access by parties, child and others, see Minn.R.Adopt.P. 7.	M.S. 260B.171, subd. 4; 260C.171, subd. 2; 259.59, subd. 3; 259.61, 259.89; 144.218, subd. 2;; Minn.R.Adopt.P. 7.
Alternative Dispute Resolution	All records of the proceedings before a neutral, including the neutral's personal notes, records and recollections (except arbitration awards that are entered as judgments under Gen. R. Prac. 114.09(d); in non-binding arbitration, if a timely request for trial is made, the arbitration award is to be sealed under Gen. R. Prac. 114.09(e)(3)).	No public Access. (NOTE: notes, records and recollections of the neutral may not be disclosed to the parties.)	Gen.R.Prac. 114.08, 114.09; M.S. 518.1751, subd. 4a (visitation expediter)
Artificial Insemination	All court records relating to artificial insemination.	No Public Access.	M.S. 257.56.
Child Protection	All juvenile court child protection case records filed before June 28, 1998, in the pilot project sites (Goodhue and LeSueur (First Judicial District); Houston (Third Judicial District); Hennepin (Fourth Judicial District); Watonwan (Fifth Judicial District); St. Louis—Virginia (Sixth Judicial District); Clay (Seventh Judicial District); Stevens (Eighth Judicial District); Marshall, Pennington, and Red Lake (Ninth Judicial District); and Chisago (Tenth Judicial District). NOTE: the filing referred to is the filing of individual documents or records, not the initial filing of the case. In some instances this will result in a mixture of publicly accessible and inaccessible records within a single file.	No public access.	Minn.R.Juv.Prot.P. 8.02, subd. 1 (effective 7-1-02)

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Child Protection	All juvenile child protection case records filed before July 1, 2002 in sites that were NOT part of the pilot project (see previous frame for list of pilot project sites). NOTE: the filing referred to is the filing of individual documents or records, not the initial filing of the case. In some instances this will result in a mixture of publicly accessible and inaccessible records within a single file.	No public access.	Minn.R.Juv.Prot.P. 8.02, subd. 2 (effective 7-1-02)
Child Protection	Electronic Records. Juvenile child protection records maintained in electronic format in court information systems.	No direct public access to information in electronic format unless expressly authorized by the court (e.g., by court order). This is designed to preclude widespread distribution of case records about children into larger, private databases that could be used to discriminate against children for insurance, employment, and other purposes. This concern also underlies the requirement in rule 8.08 that case titles in the petition and other documents include only the names of the parent or other legal custodian or legal guardian, and exclude the names or initials of the children. Courts may by court order, but are not required to, prepare and release to the public appropriate electronic formats such as calendars that identify cases by the appropriate caption. The prohibition on direct public access to electronic formats does not prohibit disclosure of print outs from computer, such as TCIS activity summary, provided information in the print out is not otherwise off limits to the public (see other frames regarding Child Protection records).	Minn.R.Juv.Prot.P. 8.06

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Child Protection	Specific juvenile child protection records (filed after effective date; see above frames for effective dates for pilot and non-pilot counties): (a) transcripts, stenographic notes, and recordings of testimony of anyone taken during portions of proceedings that are closed by the presiding judge; (b) audio tapes or video tapes of a child alleging or describing physical abuse, sexual abuse, or neglect of any child; (c) victim's' statements; (d) portions of juvenile protection case records that identify reporters of abuse or neglect; (e) HIV test results; (f) medical records, chemical dependency evaluations and records, psychological evaluations and records, and psychiatric evaluations and records; (g) sexual offender treatment program reports; (h) portions of photographs that identify a child; (i) applications for ex parte emergency protective custody orders, and any resulting orders, until the hearing where all parties have an opportunity to be heard on the custody issue, provided that, if the order is requested in a Child in Need of Protection or Services (CHIPS) petition, only that portion of the petition that requests the order shall be deemed to be the application for purposes of this section (i); (j) – (m) continued next frame	No public access unless admitted into evidence at a hearing or trial without a protective order. An exhibit that has been offered, but not expressly admitted by the court, does not become accessible to the public under Rule 8.05. Exhibits admitted during a trial or hearing are only those exhibits that have been both offered into evidence and admitted by the court. These must be distinguished from items that are merely attached as exhibits to a petition or other publicly accessible document. Merely attaching something as an "exhibit" to another filed document does not render the "exhibit" accessible to the public. NOTE: Under R.Juv.P. 8.04, effective 1-1-04, unless otherwise ordered by the court, the parties have access to items (a) through (m) except items (b), (d) and (e). Whether a person is a party is determined under R.Juv.P. 21; a person can be a “participant” (defined in R.Juv.P. 22) without being a “party.”	Minn.R.Juv.Prot.P. 8.04; 8.05.

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Child Protection	Specific juvenile child protection records, cont., (filed after effective date; see above frames for effective dates for pilot and non-pilot counties): (a) – (i) in previous frame (j) records or portions of records that specifically identify a minor victim of an alleged or adjudicated sexual assault; (k) notice of pending court proceedings provided to an Indian tribe by the responsible social services agency pursuant to 25 U.S.C. § 1912 (the Indian Child Welfare Act); (l) records or portions of records which the court in exceptional circumstances has deemed to be inaccessible to the public; and (m) records or portions of records that identify the name, address, home, or location of any shelter care or foster care facility in which a child is placed pursuant to emergency protective care placement, foster care placement, pre-adoptive placement, adoptive placement, or any other type of court ordered placement.	No public access unless admitted into evidence at a hearing or trial without a protective order. An exhibit that has been offered, but not expressly admitted by the court, does not become accessible to the public under Rule 8.05. Exhibits admitted during a trial or hearing are only those exhibits that have been both offered into evidence and admitted by the court. These must be distinguished from items that are merely attached as exhibits to a petition or other publicly accessible document. Merely attaching something as an "exhibit" to another filed document does not render the "exhibit" accessible to the public. NOTE: Under R.Juv.P. 8.04, effective 1-1-04, unless otherwise ordered by the court (see next panel), the parties have access to items (a) through (m) except items (b), (d) and (e). Whether a person is a "party" is determined under R.Juv.P. 21; a person can be a "participant" (defined in R.Juv.P. 22) without being a "party."	Minn.R.Juv.Prot.P. 8.04; 8.05.
Child Protection	Public Defender/Fee Waiver Applications. Applications and evaluations submitted to the court for appointment of, or waiver of fees related to, a public defender or other counsel, guardian ad litem, and to proceed in forma pauperis under M.S. chapter 563.	No public access to public defender applications; no public access to remainder unless formally admitted into evidence in a hearing or trial.	M.S. 611.17, subd. 1(b) Access Rule 4, subd.1 (b).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Child Protection	Protective Order. Records and other information sealed by court order, but, effective 1-1-04, the protective order itself is accessible to the public. NOTE: Addresses of parties and participants are required to be included in the petition, and a party or participant who is endangered may ask the court to keep their address confidential. Such a request by itself does NOT automatically render the address confidential; the requesting party or participant must obtain a protective order from the court. Minn.R.Juv.P. 8.01; 21.03; 22.03.	No public access to the records that are sealed, but effective 1-1-04, the protective order itself is accessible to the public. NOTE: the court may also preclude access by a party pursuant to a protective order, so read the protective orders carefully.	Minn.R.Juv.Prot.P. 8.01, 8.07
Commitment	Medical Reports. Pre-petition screening report, court appointed examiner's report, and all medical records.	No Public Access except by express order of court.	Rule 21(b), of the Spec.R.Proc. Governing Proceedings under the MN Commitment and Treatment Act (effective 1/1/00); see also Matter of Jarvis, 433 N.W.2d 120 (Minn. App. 1988) (Reports submitted by a party to appellate court in separate, confidential appendix).
Commitment	Motion to Seal; Sealed Records. Request to seal commitment proceeding records, whether or not request is granted, and if request is granted, any records sealed by court order.	No Public Access. NOTE: Be sure that TCIS® activity summary (IACT) on public access mode does not disclose the existence of the motion.	M.S. 253B.23, subd. 9.

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Compulsory Treatment	All court records of proceeding under M.S. 254.09 for compulsory treatment of habitual narcotics user.	No Public Access. NOTE: M.S. 254.09 is a specific type of proceeding. Unless the documents (an affidavit and notice of appearance are the initial pleadings in M.S. 254.09 actions) cite M.S. 254.09, its not a proceeding under M.S. 254.09 and the confidentiality of M.S. 254.09 would not apply. It appears that M.S. 254.09 has become archaic and is now seldom used.	M.S. 254.09.
Court Services	Pre-Sentence Investigation Report. Report including defendant's personal history, mental and physical exams, criminal history, victim impact statement, sentencing worksheet, criminal history reports, and the driving record ("1045").	No Public Access. NOTE: Not applicable to items submitted separate from PSI report (e.g., the 1045 or victim impact statements); these may be covered elsewhere (see, Confidential Driving Record, Domestic Abuse Impact Statement, and Disposition Records, below).	M.S. 609.115, subds. 4, 6, 609.2244.
Court Services	Domestic Abuse Victim Impact Statement. (typically submitted with domestic abuse PSI, discussed above). Other types of victim impact statements are discussed in Court Services, Disposition Records, below	No Public Access.	M.S. 609.2244
Court Services	III System Criminal History Records. Results of a search for arrests, convictions, etc., from other states utilizing the Interstate Identification Index system ("III System") maintained by the FBI and accessed via the Criminal Justice Information System (CJIS) maintained by the Minnesota Bureau of Criminal Apprehension. Results of Minnesota only CJIS search (referred to as "Computerized Criminal History" or "CCH"), or a search of other states through the National Law Enforcement Telecommunication System ("NLETS"), are covered under Court Services Catch All, Disposition Records, below.	No Public Access.	28 C.F.R. § 20.33

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Court Services Except in child protection cases, which are covered separately above under Child Protection subject area.	Court Services Catch All, Part I of III Assessments. Assessments identifying an individual's need for counseling, rehabilitation, treatment or assistance with personal conflicts (substance abuse treatment records, including assessments, are discussed in a separate frame, below).	No Public Access unless admitted into evidence (i.e., marked as exhibit and court records prove that judge formally admitted exhibit into evidence at hearing or trial); provided, however, that the following information on adults is accessible to public: name, age, sex, occupation, status as a parolee, probationer, or participant in diversion program, and location thereof; offense for which the individual was placed under supervision, dates supervision began and ended and the duration of supervision; information which was public in a court or other agency which originated the data; arrest and detention orders; orders for parole, probation, or participation and the extent to which those conditions have been or are being meet (e.g. probation violation report accompanying a summons, warrant, order to show cause, or order vacating a stayed sentence; but beware of certain non-accessible items such as identity of a juvenile victim of criminal sexual conduct, discussed separately under criminal records, below); identities of agencies and units within agencies and individuals providing supervision; legal basis for change in supervision, and dates, times and locations associated with change.	Access Rule 4, subd. 1(b)

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SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Court Services Except in child protection cases, which are covered separately above under Child Protection subject area.	Court Services Catch All, Part II of III Assessments discussed in previous frame. Disposition Assisting Records. Reports and application forms that assist the court in assigning an appropriate sentence or other disposition (excludes Pre-Sentence Investigation Report, covered separately, above). Includes bail evaluations, applications and evaluations for appointment of, or waiver of fees related to, counsel, a guardian ad litem and/or to proceed in forma pauperis under M.S. chapter 563 (public defender applications are treated separately), applications for fine payment agreements (but not the terms of the agreement), probation agreement and probation reports not accompanying a summons, warrant or order (but not the terms of the agreement or other public items listed in the accessibility column to the right), victim impact statements, victim offender mediation reports, non-III System criminal history search records (e.g., name change background searches under M.S. 259.11(b) and some guardian/conservator background searches under M.S. 525.545; non-III System searches are either Minnesota only searches for arrests, convictions, etc., on Criminal Justice Information System (CJIS) maintained by the Bureau of Criminal Apprehension, also referred to as "Computerized Criminal History" or "CCH" searches, or searches of other states via the National Law Enforcement Telecommunication System or NLETS; III System Criminal History Records are discussed above), sentencing worksheets revealing prior juvenile offense or prepared on juvenile prosecuted as adult, visitor reports under M.S. 525.55, subd. 2, except the return of service portion of the report, restricted driving record reports obtained from DPS's Datamax system (referred to as form "1045") that are marked "RECORD DISSEMINATION RESTRICTED", and all driving record reports obtained from Department of Public Safety's new DVS web site	No Public Access unless admitted into evidence (i.e., marked as exhibit and court records prove that judge formally admitted exhibit into evidence at hearing or trial); provided, however, that the following information on adults is accessible to public: name, age, sex, occupation, status as a parolee, probationer, or participant in diversion program, and location thereof; offense for which the individual was placed under supervision, dates supervision began and ended and the duration of supervision; information which was public in a court or other agency which originated the data; arrest and detention orders; orders for parole, probation, or participation and the extent to which those conditions have been or are being meet (e.g. probation violation report accompanying a summons, warrant, order to show cause, or order vacating a stayed sentence; but beware of certain non-accessible items such as identity of a juvenile victim of criminal sexual conduct, discussed separately under criminal records, below); identities of agencies and units within agencies and individuals providing supervision; legal basis for change in supervision, and dates, times and locations associated with change.	Access Rule 4, subd. 1(b) Additional authority applicable to driving record reports: M.S. 171.12, subd. 7; 18 U.S.C. 2721(b).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Court Services Except in child protection cases, which are covered separately above under Child Protection subject area.	Court Services Catch All, Part III of III Assessments and Disposition Records discussed in previous frames Custody Recommendations. Guardian ad litem (GAL) Reports. Combination of three subsets listed above; includes, in dissolution cases, written GAL reports concerning the best interests of the child, but excludes records of other activities GAL may undertake when given party status, such as: (1) filing pleadings, motions, notices, memoranda, and briefs; (2) conducting and responding to discovery; and (3) requesting hearings, introducing exhibits, subpoenaing witnesses, examining witnesses, and filing appeals. Psychological Evaluations. E.g., in criminal cases (Excludes such evaluations in Commitment cases, which are discussed separately above.)	No Public Access unless admitted into evidence (i.e., marked as exhibit and court records prove that judge formally admitted exhibit into evidence at hearing or trial); provided, however, that the following information on adults is accessible to public: name, age, sex, occupation, status as a parolee, probationer, or participant in diversion program, and location thereof; offense for which the individual was placed under supervision, dates supervision began and ended and the duration of supervision; information which was public in a court or other agency which originated the data; arrest and detention orders; orders for parole, probation, or participation and the extent to which those conditions have been or are being meet (e.g. probation violation report accompanying a summons, warrant, order to show cause, or order vacating a stayed sentence; but beware of certain non-accessible items such as identity of a juvenile victim of criminal sexual conduct, discussed separately under criminal records, below); identities of agencies and units within agencies and individuals providing supervision; legal basis for change in supervision, and dates, times and locations associated with change.	Access Rule 4, subd. 1(b)

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Court Services	Predatory Sex Offender Notification and Registration Advisory Forms. Used at sentencing to advise defendants of their obligation to register as a predatory sex offender.	No Public Access. NOTE: Law enforcement is authorized under M.S. 244.052, subd. 4, to release certain information to the public about sex offenders.	M.S. 243.166, subd. 7
Court Services	Substance Abuse Treatment Records (includes assessments).	No Public Access except by consent or court order.	42 U.S.C. § 290dd-2; 42 C.F.R. 2.1-2.67. M.S. 169A.70, subd. 3.
Conceal and Carry Gun Permit Appeals	Hearing Records in Conceal and Carry Gun Permit Appeals, including the transcript, court reporter's stenographic notes and any back-up or primary audio tapes of the hearing, and all exhibits received into evidence at the hearing. NOTE that the public IS entitled to access to the other case records related to the gun permit appeal, including the petition, findings of fact, conclusions of law, the courts order or decision, the writ, and the TCIS/MNCIS register of actions records.	No Public Access.	2003 Minn. Sess. Laws ch. 28, Art. 2, § 17 (codified as M.S. 624.714, subd. 12)
Criminal (see also Court Services Records)	Arrest Warrant; Order Not to File. Warrant, charging instrument, or other supporting evidence or information for which an order not to file has been entered.	No Public Access until execution and return.	R.Crim.P. 33.04.
Criminal	Search Warrant; General. Search warrants and related documents. Note: See also Search Warrant: Order Not to File, below.	No public access until after the search or ten days has expired since issuance of warrant.	R.Crim.P. 33.04; 36.06.
Criminal	Search Warrant; Order Not to File. Warrant, charging instrument, or other supporting evidence, information, or related documents for which an order not to file has been entered.	No Public Access until: (1) commencement of criminal proceeding utilizing evidence obtained in or resulting from the search; or (2) at such other time specified in the order.	R.Crim.P. 33.04; 36.06.
Criminal	Wiretap Warrant. Warrant, application, affidavits, return, supporting evidence or related documents concerning application for, or granting or denial of, a warrant authorizing interception of communications pursuant to M.S. 626A.01-.23.	No Public Access except by court order.	M.S. 626A.08, subd. 2.

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Criminal	Intercept Orders. Orders authorizing use of pen register, trap and trace device, or mobile tracking device. Includes applications and returns.	No Public access except by court order.	M.S. 626A.37, subd. 4(1).
Criminal	Application for Public Defender. Application by defendant seeking appointment of counsel. (This does NOT include ex parte requests for services other than counsel under M.S. 611.21.)	No Public Access	M.S. 611.17, subd. 1(b)
Criminal	Identity of Juvenile Victim of Sexual Assault. Information in, or relating to, complaints or indictments charging violation of M.S. 609.342, .343, .344, .354, which specifically identifies a victim who is a minor.	No Public Access except by court order. (Does not permit denial of public access to other information in the records, including identity of defendant.)	M.S. 609.3471.
Criminal	Grand Jury Indictment. Applies to indictment and related warrant or summons only. (For all other records relating to grand juries, see Grand Jury Proceedings, below)	No Public Access until defendant is in custody or appears before the court.	R.Crim.P. 18.05; 18.08.
Criminal	Grand Jury Proceedings. All records, except indictment (see Indictment, above), of grand jury proceedings, including transcript and fact that no indictment was returned (often referred to as "no-bill"). Also includes a petition or request by the county attorney to convene a grand jury, and any resulting court order or memo granting or denying the request.	No Public Access. NOTE: No access by defendant unless authorized by court order.	R.Crim.P. 18.05; 18.08; In re Grand Jury of Hennepin County, 271 N.W.2d 817 (Minn. 1978); In re Grand Jury of Wabasha County, 309 Minn. 148, 244 N.W.2d 253 (1976).
Criminal	Hearing on Discovery Issues. Sealed record of "in camera" (i.e. private) proceeding (including related documents and other items) in which denial or regulation of discovery has been granted.	No Public Access.	R.Crim.P. 9.03, subds. 5, 6, 7.
Criminal	Hearing on HIV Testing. Sealed record of "in camera" (i.e. private) proceeding and all related documents regarding HIV test request by victim of sexual assault or any other violent crime. (NOTE: statute contemplates that if request is granted, no court record of the proceeding or the test is to be maintained; consult court order for specific directions.)	No Public Access. NOTE: Consult court order for directions as to disclosure and destruction of record. NOTE ALSO: Be sure that TCIS® activity summary (IACT) on public access mode does not disclose the existence of the motion.	M.S. 611A.19

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LEGAL COUNSEL DIV., STATE COURT ADMIN.	LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)		REV. 7/13/05
SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Criminal	Hearing Prior to Trial or Outside Presence of Jury. Record (including transcript) of proceeding that has been closed to the public (e.g. due to prejudicial publicity).	No Public Access until completion of trial or disposition without trial.	R.Crim.P. 25.01; 26.03, subd. 6.
Criminal	Order Restricting Access. Records that have been restricted from public access by court order.	No Public Access except pursuant to terms of the order.	R.Crim.P. 25.03.
Criminal	Pardon Extraordinary Granted on or before July 31, 1992. All court records (including index references) relating to a conviction for which a pardon extraordinary has been granted on or before July 31, 1992.	No Public Access. (NOTE: Unsealed file may only be used for purposes of a criminal investigation, prosecution, or sentencing, and should not otherwise be disclosed--recommend resealing file.)	M.S. 638.02; 1991 Minn. Laws ch. 319, sections 26, 32.
Criminal	Expunged Records. All court records, including index references, sealed by court order and relating to: a juvenile prosecuted as an adult following certification to district court under M.S. 260.125; certain controlled substance offenses dismissed or discharged under M.S. 152.18, subd. 1; criminal proceedings not resulting in a conviction.	No Public Access. (Note: Upon request, the existence of the sealed record and the right to have the record unsealed may be disclosed to law enforcement, prosecution, or corrections authorities. Sealed file may be opened for purposes of a criminal investigation, prosecution, or sentencing upon an ex parte court order. No order is required to open a sealed file for purposes evaluating a prospective criminal justice agency employee. Recommend resealing file.)	M.S. 609A.01-.03 (effective May 1, 1996; requests for expungement preceding the effective date are governed by M.S. 609.168; 242.31; 152.18, subd. 2).
Criminal	Miscellaneous Expunged Records. All records relating to charges or convictions expunged or sealed by court order to prevent unfairness or to prevent infringement of constitutional right.	No Public Access.	Minn. Const. art. III, section 1.
Criminal	Juror Names and Addresses Sealed by Order. Names and addresses of jurors when access has been restricted by court order. (See also Jury records, below)	No Public Access. NOTE: Access by parties is controlled by court order.	R.Crim.P. 26.02, subd. 2(1) (effective 1-1-99).
Depositions and Discovery (Civil Cases)	Protective Order. Depositions, documents, and other information sealed by court order.	No Public Access.	R.Civ.P. 26.03.

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Dissolution, Custody & Support	Social Security Numbers. All social security numbers contained in petitions, orders, decrees and other documents submitted to or issued by the court prior to July 1, 2005. For Social Security Numbers submitted on or after July 1, 2005, see Restricted Identifiers, below.	No Public Access.	Gen.R.Prac. 313.01 (2004) for
Dissolution, Custody & Support	Tax Returns submitted to the court prior to July 1, 2005. For Tax Returns submitted on or after July 1, 2005, see Financial Source Documents, below.	No Public Access.	Gen.R.Prac. 313.02 (2004)
Dissolution, Custody & Support	Records Sealed to Protect Welfare of Child. Records sealed by court order regarding an interview, report, investigation, or testimony of child involved in custody proceeding.	No Public Access.	M.S. 518.168 (d).
Dissolution, Custody & Support	Records Sealed to Protect Health or Safety of Party or Child. Address or identifying information on party or child, declared not to be disclosed by court order in proceedings under M.S. chapter 518C. (Uniform Interstate Family Support Act).	No access except by order of court.	M.S. 518C.312
Dissolution, Custody & Support	Identifying Information in Interstate Child Custody Proceedings. Identifying information on a party or child if the party alleges in an affidavit or pleading under oath that the health, safety or liberty of a party or child would be jeopardized by disclosure of the identifying information; applies to child custody proceedings under M.S. chapter 518D (the Uniform Child Custody Jurisdiction and Enforcement Act).	Statute directs that records shall be sealed and that there shall be no disclosure of identifying information to other party or the public except by order of court.	M.S. 518D.209

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Domestic Abuse	General. All court records of action for domestic abuse protection pursuant to M.S. 518B.01, except information regarding petitioner's location or residence (discussed in next panel below). Does NOT include 5th degree domestic assaults or non-518B harassment petitions (e.g., petitions under M.S. 609.748).	No Public Access until court order pursuant to M.S. 518B.01, subds. 5 or 7 is served upon respondent. (CAUTION: Petitions are occasionally denied or withdrawn before service upon respondent, in which case the petition is NOT accessible to the public or to the respondent named in the petition.)	Access Rule 4, subd. 1(a).
Domestic Abuse (continued)	Petitioner's Address. Information in court records of action for domestic abuse protection pursuant to M.S. 518B.01 regarding the petitioner's location or residence.	If requested by petitioner, no public access; information may be disclosed only to court personnel or law enforcement for purpose of service of process, conducting an investigation, or enforcing an order.	M.S. 518B.01, subd. 3b.
Financial Source Documents	Financial Source Documents in All Case Types. Financial source documents (income tax returns, W-2 forms and schedules, wage stubs, credit card statements, financial institution statements, check registers, and other financial information deemed financial source documents by court order) submitted to the court under a cover sheet designated "Sealed Financial Source Documents" on or after July 1, 2005. For tax returns submitted to the court prior to July 1, 2005 in family cases, see "Dissolution, Custody & Support," "Tax Returns" above.	The Financial Source Documents are not accessible to the public unless public access is authorized by the court after notice and motion; but the cover sheet listing the documents is accessible to the public.	Gen.R.Prac. 11.03, 11.05, 361.02, 361.05, 370.04, 371.04, and 372.04 (effective 7-1-2005)
Judge's Notes and Drafts	All notes, memoranda or drafts thereof prepared by a judge, staff attorney, law clerk, legal assistant, or secretary and used in the process of preparing a final decision or order. (Note: "final" means decision or order is not a preliminary draft.) Includes audio tape of conciliation court proceedings. Does not include official minutes prepared pursuant to M.S. 546.24-.25.	No Public Access.	Access Rule 4, subd. 1(c).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Jurors	Juror Identities Sealed in Criminal Case. Names, addresses, telephone numbers, and other identifying information on jurors when access has been restricted by court order in criminal case.	No Public Access. NOTE: Access restrictions might be limited to a specific time frame, so consult the court order. Access by parties is also controlled by the court order.	R.Crim.P. 26.02, subd. 2(1).
Jurors	Sealed Transcript of *In Camera* Juror *Voir Dire* in Criminal Case. The transcript of oral questioning of a potential juror with the public excluded from proceeding, when access to the transcript is restricted by court order in a criminal case.	No Public Access.	R.Crim.P. 26.02, subd. 4(4) (effective 2-1-2004).
Jurors	General Juror Information. Lists of prospective grand and petit juror, and qualification questionnaires returned by jurors. Does not include supplemental juror questionnaire in criminal case (see R.Crim.P. 26.02, subd. 2(3) and form 50) or civil case (see "Supplemental Questionnaire," below), juror names entered on official minutes prepared pursuant to M.S. 546.24-.25 (i.e., witness/juror/exhibit log IS accessible to the public), unless access to the names is restricted by court order (see previous panels). Includes voter registration list that is used as the juror source list. (NOTE: A public information list on voters (essentially the voter registration list minus date of birth) is available from the county auditor or secretary of state.)	No Public Access to social security numbers. No public access to remainder of information except by permission of court upon written request; provided, however, that remainder is accessible to public after all listed jurors have been discharged and one year has elapsed since preparation of juror list.	Gen.R.Prac. 807(e); 814 (effective 7-1-2005).
Jurors	Supplemental Questionnaire in civil cases. Supplemental juror questionnaires completed by jurors in civil cases. Does not include supplemental juror questionnaire in criminal case (see R.Crim.P. 26.02, subd. 2(3) and form 50) or qualification questionnaires (see "General Juror Information," above).	No public access unless formally admitted into evidence in a publicly accessible hearing or trial	R.Civ.P. 47.01 (effective 7-1-2005).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Juvenile Delinquency and EJJ (child protection is addressed separately, above)	General. All juvenile delinquency and extended jurisdiction juvenile (EJJ) court records except, for cases pending on or after August 1, 1986, "legal records" of delinquency or EJJ proceedings alleging or proving a felony level violation by a juvenile at least 16 years old at the time of violation. "Legal records" includes petition, summons, notice, findings, orders, decrees, judgments, motions, and documents so designated by the court. "Legal Records" would not include a sentencing worksheet. NOTE: If all felony charges are dismissed prior to hearing or trial, the court may want to issue an order clarifying public access to the "legal records." NOTE ALSO the exception to public access for such legal records that identify a minor victim of sexual conduct (see next panel), reveal any information about HIV testing requested by victim of sexual assault or other violent crime. (see second panel, below), or relate to search warrants (see third panel, below). For delinquency and EJJ records closed before August 1, 1986, please consult your record retention schedule.	No Public Access except by order of the court. NOTE: If a juvenile is referenced for prosecution as an adult, a regular, adult criminal complaint or indictment will eventually be filed (and if not, the matter continues in juvenile court as if no reference occurred). If EJJ status is revoked and the stay of the adult sentence is lifted, the jurisdiction of the juvenile court terminates and subsequent records are generated in adult criminal court. In either case, the public may access only the adult criminal file, subject to the exceptions listed in this table for adult criminal files.	Access Rule 4, subd. 1(d); R.Juv.Ct. 30; M.S. 260B.163, subd. 1; 260B.171, subd. 4.
Juvenile Delinquency and EJJ (child protection is addressed separately, above)	Information In "Legal Records" of Delinquency and EJJ Proceedings Identifying Juvenile Victim of Sexual Assault Committed by 16+ Year Old. "Legal records" of delinquency and extended jurisdiction juvenile proceedings alleging or proving a felony level violation committed by a juvenile at least 16 years old at the time of violation, is a specific subcategory of juvenile court records that are accessible to the public (see previous panel), except that the court may not disclose any information in the legal records relating to charged violations of M.S. 609.342, .343, .344, .345, .3451 which specifically identifies a victim who is a minor. "Legal records" includes petition, summons, notice, findings, orders, decrees, judgments, motions, and documents so designated by the court.	No Public Access except by order of the court. NOTE: Does not permit denial of public access to other information in the "legal records" of proceedings alleging or proving a felony level violation by a juvenile at least 16 years old at the time of violation.	M.S. 609.3471.

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Juvenile Delinquency and EJJ (child protection is addressed separately, above)	Information in "Legal Records" of Delinquency and EJJ Proceedings Revealing HIV Test Requested by Victim. "Legal records" of delinquency and extended jurisdiction juvenile proceedings alleging or proving a felony level violation committed by a juvenile at least 16 years old at the time of violation, is a specific subcategory of juvenile court records that are accessible to the public (see previous panel), except that the court may not disclose any information in the legal records relating to HIV testing requested by a victim of sexual assault or any other violent crime. (NOTE: statute contemplates that if request is granted, no court record of the proceeding or the test is to be maintained; consult court order for specific directions.)	No Public Access. NOTE: Consult court order for directions as to disclosure and destruction of record. NOTE ALSO: Be sure that TCIS® activity summary (IACT) on public access mode does not disclose the existence of the motion.	M.S. 609A.19
Juvenile Delinquency and EJJ (child protection is addressed separately, above)	Search Warrant Information In "Legal Records" of Delinquency and EJJ Proceedings. "Legal records" of delinquency and extended jurisdiction juvenile proceedings alleging or proving a felony level violation committed by a juvenile at least 16 years old at the time of violation, is a specific subcategory of juvenile court records that are accessible to the public (see previous panels), except that search warrants and related information that have been designated for filing in juvenile court are accessible to the public only to the same extent that such information is accessible to the public in adult criminal proceedings (see "Search Warrant; General" and "Search Warrant; Order Not to File" under the Criminal Case Records sections, above).	see "Search Warrant; General" and "Search Warrant; Order Not to File" under the Criminal Case Records sections, above	R.Juv.Ct. 4.01, 4.02 (effective September 1, 2003);
Maternity-Paternity	All court records, except "final judgment" (but not findings of fact or social security numbers) and affidavits filed pursuant to M.S. 548.09-.091, of action to determine existence of parent-child relationship. (NOTE: "Final judgment" means an appealable judgment, BUT findings of fact and social security numbers contained in the judgment papers are NOT accessible to the public).	No Public Access. NOTE: Public access allowed only to "final judgment," which means appealable judgment, BUT findings of fact and social security numbers contained in the judgment papers are NOT accessible to the public.	M.S. 518.146, 257.70, 257.66, 42 U.S.C. 405(c)(2)(C)(viii).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Name Change	All records of a name change in connection with a witness and victim protection program. Note: access to criminal history background search records for other change of name proceedings (i.e., those not involving witness or victim protection programs) is covered under Court Services Catch All, above.	No public access to file and no public acknowledgment of file. Court is to issue an order prohibiting all access to the file except that file is accessible to law enforcement, probation, and corrections.	M.S. 259.10, subd. 2.
Race Records	Race Records. The contents of completed race census forms obtained from participants in criminal, traffic, juvenile and other matters, and the contents of race data fields in any judicial branch computerized information system. This does not prevent public access to source documents such as complaints or petitions that are otherwise accessible to the public.	No Public Access. Bulk Data disclosures. Race records may be disclosed in bulk format if the recipient of the records signs a nondisclosure agreement approved by the state court administrator and obtains a supreme court order authorizing the bulk data disclosure.	Access Rule 4, subd. 1(e) (effective 7-1-2005).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Restricted Identifiers	Restricted Identifiers in All Case Types. Restricted Identifiers (social security number, employer identification number, and financial account numbers of a party or party's child) that are: -set forth on a Confidential Information Form (Gen.R.Prac. Form 11.1) submitted by a party or prepared by the court on or after July 1, 2005; or -- maintained by the court in its register of actions (i.e., activity summary or similar information that lists the title, origination, activities, proceedings and filings in each case), calendars, indexes, and judgment docket; or -- included on judgments, orders, decisions, and notices issued by the court on or after July 1, 2005. For social security numbers contained in petitions, orders, decrees and other documents submitted to or issued by the court prior to July 1, 2005, in family law cases, see "Dissolution, Custody & Support," "Social Security Numbers," above.	No public access. NOTE: The parties are solely responsible for ensuring that restricted identifiers do not otherwise appear on any pleading or other document (except the confidential Information form 11.1) filed by a party with the court on or after July 1, 2005. The court administrator is **not** responsible for reviewing each pleading or document filed by a party on or after July 1, 2005, to ensure that Restricted Identifiers appear only on the Confidential Information Form. The Confidential Information Form shall not be accessible to the public. Courts shall not include restricted identifiers on judgments, orders, decisions, and notices issued by the court on or after July 1, 2005, except on the Confidential Information Form, which is not accessible to the public.	Gen.R.Prac. 11.02; 361.02, 361.05, 370.04, 371.04, and 372.04 (effective 7-1-2005).

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Remote Access	Remotely Accessible Case Records. Case records that can be electronically searched, inspected, or copied without the need to physically visit a court facility.	Subject to the exclusions and restrictions in the frames below, remote access is limited to: -- register of actions (a register or list of the title, origination, activities, proceedings and filings in each case [MINN. STAT. § 485.07(1)]); --calendars (lists or searchable compilations of the cases to be heard or tried at a particular court house or court division [MINN. STAT. § 485.11]); --indexes (alphabetical lists or searchable compilations for plaintiffs and for defendants for all cases including the names of the parties, date commenced, case file number, and such other data as the court directs [MINN. STAT. § 485.08]); --judgment docket (alphabetical list or searchable compilation including name of each judgment debtor, amount of the judgment, and precise time of its entry [MINN. STAT. § 485.07(3)]); --judgments, orders, appellate opinions, and notices prepared by the court. (contined next page)	Access Rule 8, subd. 2 (effective 7-1-2005)

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Remote Access	Remotely Accessible Case Records, cont.	Data Element Exclusions: no remote access to the following with regard to parties or their family members, jurors, witnesses, or victims of a criminal or delinquent act: --social security numbers and employer identification numbers; --street addresses; --telephone numbers; --financial account numbers; and --in the case of a juror, witness, or victim of a criminal or delinquent act, information that either specifically identifies the individual or from which the identity of the individual could be ascertained. Preconviction Restrictions: reasonable efforts and reasonable and proportionate resources must be expended to prevent preconviction criminal records from being electronically searched by defendant name by the majority of known, mainstream automated tools. Disclosure Authorized by Order. After notice to the parties and an opportunity to be heard, the presiding judge may by order direct the court administrator to provide remote electronic access to records of a particular case that would not otherwise be remotely accessible. (continued next page)	Access Rule 8, subd. 2 (effective 7-1-2005)

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Remote Access	Remotely Accessible Case Records, cont.	Bulk Data disclosures: Bulk data disclosure of electronic case records is limited to records that are remotely accessible except that preconviction records are not accessible unless the recipient enters into an agreement in the form approved by the state court administrator providing that the recipient will not disclose or disseminate the data in a manner that identifies specific individuals who are the subject of such data. Bulk disclosures of Attorney Registration records must comply with Rule 9.B. of the Rules of the Supreme Court for Registration of Attorneys Appellate briefs. The State Law Library may, to the extent that it has the resources and technical capacity to do so, provide remote access to appellate court briefs provided that the following are redacted: appendices to briefs, data listed in Rule 8, subd. 2(b) of access rules, and other records that are not accessible to the public. Criminal Justice Agencies. Criminal justice agencies may have broader remote access rights. See Access Rule 8, subd. 4 for details.	Access Rule 8, subds. 2, 3 (effective 7-1-2005); R.Atty.Reg. 9E (effective 7-1-2005)

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LIMITS ON PUBLIC ACCESS TO CASE RECORDS* (EFFECTIVE 7/1/05)

SUBJECT AREA	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
Wills	Sealed wills deposited for safekeeping.	No Public Access. NOTE: Upon testator's death, the court may deliver the will to the appropriate court. Under Gen.R.Prac. 418: (1) a person may withdraw their own will or may in writing authorize another to withdraw the will; (2) a guardian or conservator may examine the will only after presenting a valid photo identification of themselves and a copy of valid letters of guardianship or conservatorship certified within 30 days of the request to examine the will, and the will must be resealed after examination; and (3) no copies of the original will may be made. NOTE ALSO: this limit on public access does not apply to documents filed with a court after the testator's death under M.S. 55.10, including an inventory of a safe deposit box or a will.	M.S. 524.2-515.

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