

# ALLEGHENY COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION

## Rule 6001 Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

### Rule 6001.7 Confidential Information

Case Records and Pleadings containing confidential information shall be filed in the Allegheny County Court of Common Pleas as follows:

Pursuant to Section 7.0 of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, persons who file documents that contain confidential information as defined by the Policy shall use and file the Confidential Information Form in order to comply with the policy. The form shall be available in each filing office as well as on the Fifth Judicial District website.

The Confidential Information Form need not be used in matters in which the documents filed by the parties are otherwise completely confidential by law or rule and unavailable for public access including, but not limited to:

- Act 53 Proceedings
- Adoptions
- Dependency Proceedings
- Juvenile Delinquency Proceedings that are completely confidential pursuant to applicable rules and statute
- Pennsylvania Judicial Bypass Proceedings
- Support Proceedings
- Incapacity Proceedings filed pursuant to 20 Pa.C.S. §§ 5501-5555
- Proceedings under 20 Pa.C.S. § 711(9)
- Confidential Proceedings under the Mental Health Procedures Act, 50 P.S. §7101 et. sec.
- Matters under seal in the Civil Division that are unavailable for public access
- Documents filed under seal in the Civil Division that are unavailable for public access

### Rule 6001.10 Limits on Remote Access to Case Records

In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, online access to the docket and case records shall be restricted as follows:

- a. The public's online access to records shall be limited as set forth in section 10.0 of the Case Records *Public Access Policy of the Unified Judicial System of the Pennsylvania*.
- b. Attorneys listed as counsel of record who have entered their appearance on a Civil Division, Family Division, or Orphans' Court case and who have a verified login to the Department of Court Records online access portal shall have the same access to that case online as they would if they had appeared in person at the Court Facility where the records are kept, except for access to:

1. Sealed Records or Documents
  2. Qualified Domestic Relations Orders
  3. Transcripts
  4. Adoption Proceedings
  5. Proceedings under the Mental Health Procedures Act, 50 P.S. §7101 et. sec.
  6. Proceedings under 20 Pa.C.S. § 711(9)
  7. Inheritance Tax Returns
  8. Inventories and Accounts in Orphans' Court Matters
  9. Addresses of Victims of Abuse
  10. Confidential Documents as defined in Section 8.0 of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* except the documents listed in subsections 8.0(A)(5), (6) and (7)
  11. Any Other Proceedings or Documents Specified by the President Judge or an Administrative Judge of a Division
- c. Attorneys acting in a pro bono capacity on a Family Division case may enter a limited appearance. Attorneys who have entered a limited appearance and who have a verified login to the Department of Court Records online access portal shall have the same access to that case online as an Attorney of Record in subparagraph (b) above.
- d. Parties to a Family Division, Civil Division, or Orphans' Court case who have filed a Praecipe of Appearance for Online Access on a case and who have a verified login to the Department of Court Records online access portal shall have the same access to that case online as an Attorney of Record in subparagraph (b) above.
- e. A *Guardian Ad Litem* in a Family Division, Civil Division, or Orphans' Court Case who has been appointed by court order filed with the Department of Court Records and who has filed a Praecipe of Appearance for Online Access on a case with the Department of Court Records and who has a verified login to the Department of Court Records online access portal shall have the same access to that case in person and online and as an Attorney of Record in subparagraph (b) above. The *Guardian Ad Litem* shall file a Withdrawal of Appearance upon completion of their involvement in the case which will terminate their access to the case.