

# EXHIBIT A

# **CONFIDENTIALITY OF COURT RECORDS SEALING**

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Article I, section 24(a) of the Florida Constitution creates the right for any person to inspect or copy any public record made or received in connection with the official business of any public body, including the judicial branch, unless the record is exempt or made confidential by the constitution or law.

Florida Rule of General Practice and Judicial Administration 2.420 governs public access to judicial branch records. Subsection (c) of the Rule lists the records of the judicial branch that are confidential, and grounds for determining what judicial branch records are confidential. **Thus, unless a judicial branch record is listed under subsection (c), is made confidential under law or court rule, or a ground under subsection (c)(9) exists, it is considered public record.**

## **Determination of Confidentiality**

There are certain documents/cases required to be sealed by the Clerk on their initial review of a filing (i.e. an adoption). For all other matters, a party may ask the court to seal a document or entire case file based on a specific Florida or federal law or based on a reason in Rule 2.420(c)(9)(A) in the form of a Motion to Determine Confidentiality of Court Records. Fla. R. Gen. Prac. & Jud. Admin. 2.420(e). Motions filed under subsections (c)(7) or (c)(8) must provide the specific provisions under the U.S. or Florida Constitutions, Florida or federal law, court rule, caselaw, or rules of the Judicial Qualifications Commission, under which the motion is based.

Subsection (c)(9) lists the grounds by which the court may find that a court file, filing, or part of filing is confidential. A court record may be found confidential to accomplish any of the following:

- (a) to prevent a serious and imminent threat to the fair, impartial, and orderly administration of justice;
- (b) to comply with established public policy set forth in the constitution, statutes, rules, or case law;
- (c) to protect trade secrets;
- (d) to protect a compelling governmental interest (e.g., national security; confidential informants);
- (e) to obtain evidence to properly determine legal issues in a case;
- (f) to avoid substantial injury to innocent third parties (e.g., to protect young witnesses from offensive testimony; to protect children in a divorce);
- (g) to avoid substantial injury to a party by disclosure of matters protected by a common law or privacy right not generally inherent in the specific type of civil proceeding sought to be closed;
- (h) to comply with established public policy set forth in the Florida or U.S. Constitution or statutes or Florida rules or caselaw.

Fla. R. Gen. Prac. & Jud. Admin. 2.420(c)(9); *Barron v. Florida Freedom Newspapers, Inc.*, 531 So. 2d 113, 118 (Fla. 1988); *Miami Herald Publishing Co v. Lewis*, 426 So. 2d 1 (Fla. 1982). The limited caselaw regarding these grounds is specific, because each ground may support one motion under Rule 2.420. See, e.g. *Carnegie v. Tedder*, 698 So 2d 1310 (Denying the defendant's motion to seal to avoid injury protected by privacy rights not inherent in a civil proceeding, holding that statements that the plaintiff alleged were defamatory and damaging were allegations in the counterclaim and thus not peripheral to the lawsuit).

The court is required to use the least restrictive closure necessary to seal the confidential information. Fla. R. Gen. Prac. & Jud. Admin. 2.420(e)(2)(G). This may involve merely redacting particular information within documents, sealing particular documents within the court file, sealing the entire court file, sealing the progress docket, or sealing everything including the party's name on the progress docket.

"[A] strong presumption of openness exists for all court proceedings. A trial is a public event, and the filed records of court proceedings are public records available for public examination." *Barron*, 531 So. 2d at 118. The burden of proof is always on the party seeking closure. *Id.* Even where the other parties do not object, a determination must be made whether there is good cause to seal documents since denial of access may not be based solely upon the wishes of the parties to the litigation. *BDO Seidman, LLP v. Banco Espirito Santo Intern., Ltd.*, 201 So. 3d 1 (Fla. 3d DCA 2009); *Friend v. Friend*, 866 So. 2d 116, 117 (Fla. 3d DCA 2004). Dissolution proceedings do not warrant special consideration for case closure. *Barron*, 531 So. 2d at 118. Once a record is sealed, there is a presumption that it was correctly sealed; however, a party moving to unseal the record may overcome the presumption by demonstrating that the original order sealing the record was legally in error. *Scott v. Nelson*, 697 So. 2d 207 (Fla. 1st DCA 1997).

### **Confidentiality in community violence cases:**

A petition, and the contents thereof, for an injunction for protection against domestic violence, repeat violence, dating violence, sexual violence, stalking, or cyberstalking that is (1) dismissed without a hearing, (2) dismissed at an ex parte hearing due to failure to state a claim or lack of jurisdiction, or (3) dismissed for any reason having to do with the sufficiency of the petition itself without an injunction being issued on or after July 1, 2017, is confidential.

§ 119.0714(1)(k)1., Fla. Stat. If the petition was dismissed before July 1, 2017, the records are confidential only if requested by the respondent in the case. § 119.0714(1)(k)2., Fla. Stat.

Any information that can be used to identify a petitioner or respondent in a petition for an injunction against domestic violence, repeat violence, dating violence, sexual violence, stalking, or cyberstalking, and any affidavits, notice of hearing, and temporary injunction, is confidential until the respondent has been personally served with a copy of the petition for injunction, affidavits, notice of hearing, and temporary injunction. § 119.0714(1)(k)3., Fla. Stat. This

information is designated and maintained as confidential by the clerk of court under Rule 2.420(1)(B)(xxii).

### **Technical Requirements for a Motion to Determine Confidentiality**

Rule 2.420 contains specific requirements for a motions filed, hearings schedules, and orders entered under the Rule. **AO No 2021-021 PA/PI-CIR** covers the Sealing of Court Records, and contains form motions and orders.

**Motion:** Subsection (e) outlines the technical requirements for the motion, which include:

1. Must be captioned, “Motion to Determine Confidentiality of Court Records;”
2. Identify the particular court records or a portion of a record that the movant seeks to have determined as confidential with as much specificity as possible without revealing the information subject to the confidentiality determination;
3. Specify the bases for determining that such court records are confidential without revealing confidential information; and
4. Set forth the specific legal authority and any applicable legal standards for determining such court records to be confidential without revealing confidential information.
5. A signed certification by the party or the attorney for the party making the request that the motion is made in good faith and is supported by a sound factual and legal basis.

**Notice:** If a motion is filed seeking to determine that information contained in court records is confidential, then the person filing the motion shall give notice of such filing to any affected non-party. Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(4).

**Hearing:** The court must hold a hearing within 30 days after the filing of the motion unless the motion represents that all parties agree to all of the relief requested. The court must issue a ruling on the motion within 30 days of the hearing. Fla. R. Gen. Prac. & Jud. Admin. 2.420(e)(2).

**Publication:** If a court order seals records in accord with subsection (c)(9), the clerk of court must post a copy of the order on the clerk’s website and in a prominent public location in the courthouse within ten days. The order must remain posted in both locations for no less than 30 days. Fla. R. Gen. Prac. & Jud. Admin. 2.420(e)(4).

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2013-024 PA/PI-CIR

**RE: SEALING OF COURT RECORDS**

The Florida Supreme Court adopted amendments to Rule of Judicial Administration 2.420 effective May 1, 2013. *In re: Amendments to Florida Rule of Judicial Administration 2.420*, No. SC11-2466 (Fla. 2013). In these amendments, several changes were made to subsections (d)(1)(B) and (d)(2) of the rule, as well as the form “Notice of Confidential Information within Court Filing” that accompanied the rule. Accordingly, it is necessary to update the procedures in the Sixth Judicial Circuit.

In accordance with the Chief Judge’s authority under Article V, section 2, Florida Constitution, Rule of Judicial Administration 2.215, and section 43.26, Florida Statutes, it is hereby

**ORDERED:**

Administrative Order 2010-065 is amended as follows:

Section I.A. is amended to read:

**A. Notice of Confidential Information Within Court Filing**

The filer of court records must, in accordance with Rule of Judicial Administration 2.420(d)(2), file a “Notice of Confidential Information Within Court Filing” if the document contains information specified as confidential in accordance with Rule 2.420(d)(1)(B). The 20 items in this rule, which require a filer to file a “Notice of Confidential Information Within Court Filing,” are listed in Appendix A. The “Notice of Confidential Information Within Court Filing” is attached as Appendix B. If the document is filed in one of the following types of cases, which are sealed and maintained by the Clerks of the Circuit Court as confidential, the Notice is not required:

1. Dependency, sections 39.0132(3)-(4), Florida Statutes.
2. Termination of Parental Rights, sections 39.814(3)-(4), Florida Statutes.
3. Adoption, section 63.162(2), Florida Statutes.
4. Surrogacy, section 742.16(9), Florida Statutes.
5. Children and Families in Need of Services, sections 984.06(3)-(4), Florida Statutes.
6. Delinquency, section 985.05(2), Florida Statutes.
7. Waiver of Parental Notification of Termination of Pregnancy, sections 390.01114 -.01116 and Florida Juvenile Procedure Rule 8.835.

If a document from one of these case types listed in 1-7 is filed in any other case, the Notice must be filed with the document.

Paragraph one of Section I.B. is amended to read:

**B. Motion to Determine Confidentiality of Court Records Not Subject to Notice of Confidential Information Within Court Filing**

The filer of a document must, in accordance with Rule of Judicial Administration 2.420(d)(3), ascertain whether any information contained within the document is confidential but is not one of the 20 items listed in Rule 2.420(d)(1)(B). If the document includes confidential information that is not one of the 20 items, the filer must file a “Motion to Determine Confidentiality of Court Records” unless (1) the person filing the information is the only individual whose confidential information is included in the document or is the attorney representing all such individuals, and (2) a knowing waiver of confidentiality is intended.

Appendix A to Administrative Order 2010-065 PA/PI-CIR is amended as attached to this Administrative Order. Appendix B to Administrative Order 2010-065 PA/PI-CIR is amended as attached to this Administrative Order. All other provisions of Administrative Order 2010-065 PA/PI-CIR shall remain in full force and effect.

**DONE AND ORDERED** in Chambers at Clearwater, Pinellas County, Florida, this \_\_\_\_ day of \_\_\_\_\_ 2013.

ORIGINAL SIGNED June 12, 2013  
BY J. THOMAS MCGRADY, CHIEF JUDGE

Appendix A: Confidential Records and Information for Which a Notice of Confidential Information within Court Filing Is Required

Appendix B: Notice of Confidential Information Within Court Filing

cc: All Judges  
The Honorable Bernie McCabe, State Attorney  
The Honorable Bob Dillinger, Public Defender  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
The Honorable Paula S. O’Neil, Clerk of the Circuit Court, Pasco County  
The Honorable Bob Gualtieri, Sheriff, Pinellas County  
The Honorable Chris Nocco, Sheriff, Pasco County  
Gay Inskeep, Trial Courts Administrator  
Ngozi Acholonu, Assistant Regional Counsel  
Lillian Simon, Director of Administrative Services for Pasco County  
Kimberly Collins, Director of Criminal Courts, Pasco County Clerk’s Office  
Myriam Irizarry, Chief Deputy Director, Pinellas County Clerk’s Office  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties

## APPENDIX A

### Confidential Records and Information for Which a Notice of Confidential Information within Court Filing Is Required

See Rule of Judicial Administration 2.420(d)(1)(B)

- (i) Chapter 39 records relating to dependency matters, termination of parental rights, guardians ad litem, child abuse, neglect, and abandonment. §§ 39.0132(3), 39.0132(4)(a), Fla. Stat.
- (ii) Adoption records. § 63.162, Fla. Stat.
- (iii) Social Security, bank account, charge, debit, and credit card numbers. § 119.0714(1)(i)-(j), (2)(a)-(e), Fla. Stat. (Unless redaction is requested pursuant to § 119.0714(2), Fla. Stat., this information is exempt only as of January 1, 2012.)
- (iv) HIV test results and the identity of any person upon whom an HIV test has been performed. § 381.004(3)(e), Fla. Stat.
- (v) Records, including test results, held by the Department of Health or its authorized representatives relating to sexually transmissible diseases. § 384.29, Fla. Stat.
- (vi) Birth records and portions of death and fetal death records. §§ 382.008(6), 382.025(1), Fla. Stat.
- (vii) Information that can be used to identify a minor petitioning for a waiver of parental notice when seeking to terminate pregnancy. § 390.01116, Fla. Stat.
- (viii) Clinical records under the Baker Act. § 394.4615(7), Fla. Stat.
- (ix) Records of substance abuse service providers which pertain to the identity, diagnosis, and prognosis of and service provision to individuals. § 397.501(7), Fla. Stat.
- (x) Clinical records of criminal defendants found incompetent to proceed or acquitted by reason of insanity. § 916.107(8), Fla. Stat.
- (xi) Estate inventories and accountings. § 733.604(1), Fla. Stat.
- (xii) The victim's address in a domestic violence action on petitioner's request. § 741.30(3)(b), Fla. Stat.
- (xiii) Protected information regarding victims of child abuse or sexual offenses. §§ 119.071(2)(h), 119.0714(1)(h), Fla. Stat.
- (xiv) Gestational surrogacy records. § 742.16(9), Fla. Stat.
- (xv) Guardianship reports, orders appointing court monitors, and orders relating to findings of no probable cause in guardianship cases. §§ 744.1076, 744.3701, Fla. Stat.
- (xvi) Grand jury records. §§ 905.17, 905.28(1), Fla. Stat.
- (xvii) Records acquired by courts and law enforcement regarding family services for children. § 984.06(3)-(4), Fla. Stat.
- (xviii) Juvenile delinquency records. §§ 985.04(1), 985.045(2), Fla. Stat.
- (xix) Records disclosing the identity of persons subject to tuberculosis proceedings and records held by the Department of Health or its authorized representatives relating to known or suspected cases of tuberculosis or exposure to tuberculosis. §§ 392.545, 392.65, Fla. Stat.
- (xx) Complete presentence investigation reports. Fla. R. Crim. P. 3.712.

**APPENDIX B**  
**IN THE \_\_\_\_\_ COURT OF THE SIXTH JUDICIAL CIRCUIT**  
**IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA**  
**\_\_\_\_\_ DIVISION**

\_\_\_\_\_  
Plaintiff/Petitioner,

CASE NO.: \_\_\_\_\_

v.

\_\_\_\_\_  
Defendant/Respondent.

**NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING**

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), I hereby certify:

( ) (1) I am filing herewith a document containing confidential information as described in Rule 2.420(d)(1)(B) and that:

(a) The title/type of document is: \_\_\_\_\_, and:

(b) [ ] the entire document is confidential, or

[ ] the confidential information within the document is precisely located at:

OR

( ) (2) A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I hereby notify the clerk that this confidential information is located as follows:

(a) Title/type of document: \_\_\_\_\_;

(b) Date of filing (if known): \_\_\_\_\_;

(c) Date of document: \_\_\_\_\_;

(d) Docket entry number: \_\_\_\_\_;

(e) [ ] Entire document is confidential, or

[ ] Precise location of confidential information in document: \_\_\_\_\_

\_\_\_\_\_  
Filer's Signature

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of the foregoing was furnished by (e-mail) (delivery) (mail) (fax): (All Parties and Affected Non-Parties. Note: If the name or address of a Party or Affected Non-Party is confidential DO NOT include such information in this Certificate of Service. Instead, serve the State Attorney or request Court Service. See Rule 2.420(k))  
\_\_\_\_\_, on \_\_\_\_\_, 20\_\_.



Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Florida Bar No. (if applicable) \_\_\_\_\_  
E-mail address \_\_\_\_\_

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2021-021 PA/PI-CIR

**RE: CONFIDENTIALITY OF COURT RECORDS**

Florida Rule of General Practice and Judicial Administration 2.420 regulates public access to and the protection of judicial branch records. Administrative Order 2017-064 PA/PI-CIR was created in order to assist with the application of this rule. This Administrative Order is now being amended in order to reflect recent rule changes.

In accordance with the Chief Judge's authority under Article V, section 2, Florida Constitution, Fla. R. Gen. Prac. & Jud. Admin. 2.120(c) and 2.215(e), and section 43.26, Florida Statutes, it is

**ORDERED:**

**I. DIRECTIONS TO PARTIES AND AFFECTED NON-PARTIES**

**A. Motion to Determine Confidentiality of Court Records**

To the extent a "Motion to Determine Confidentiality of Court Records" is required under Fla. R. Gen. Prac. & Jud. Admin. 2.420, a form "Motion to Determine Confidentiality of Court Records" is attached as Appendix A. The motion must indicate whether all other parties and affected nonparties, if any, agree with the motion. The motion also must indicate the location of the confidential information in the court file, including, if applicable, the document title and the page and line number where the information is located in the document. One of the form orders attached as Appendixes B-1 and B-2 must accompany the motion.

**B. Motion Requesting Access to Confidential Court Records, Seeking to Vacate an Order Granting a Motion to Determine Confidentiality of Court Records, or Seeking to Unseal Information Designated Confidential by the Clerk**

A copy of any motion that, if granted, would result in access to a confidential court file, confidential document, or confidential information must be provided to the judge who entered the order making the court file, document, or information confidential. If the file, document, or information is maintained as confidential by the Clerk of the Circuit Court without a court order or if the judge who entered the order is no longer a judge of the Sixth Judicial Circuit, then a copy of the motion should be provided to the section judge.

**C. Motion to Determine Confidentiality of Court Records—Special Criminal Records**

A filer who seeks to determine the confidentiality of a plea agreement, substantial assistance agreement, or other court record that reveals the identity of a confidential informant or active criminal investigative information should use a "Motion to Determine Confidentiality of Court Records—Special Criminal Records," which is attached as Appendix C. The motion must indicate if the State, defendant(s), and all affected non-parties agree to the relief requested. The form "Order Granting/Denying Motion to Determine Confidentiality of Court Records – Special

Criminal Records” attached as Appendix D must accompany the motion.

#### **D. Notice**

To the extent notice to affected non-parties is required under Fla. R. Gen. Prac. & Jud. Admin. 2.420, a form “Notice to Affected Non-Party” is attached as Appendix E.

#### **E. Hearing**

To the extent a hearing is required under Fla. R. Gen. Prac. & Jud. Admin. 2.420, the movant must contact the judicial assistant in the section where the case is assigned so that a hearing can be scheduled in the timeframe set forth by the rule. A form “Notice of Hearing (Confidential records)” that the movant must complete and serve is attached as Appendix F.

## **II. DIRECTIONS TO CLERKS OF THE CIRCUIT COURT**

### **A. Confidential Cases**

Unless otherwise ordered by the Court, the Clerk of the Circuit Court of Pasco County and the Clerk of the Circuit Court of Pinellas County (“Clerks”) are authorized and directed to seal the entire court file and progress docket in the following case types, without requiring any other order of the Court or public notice:

1. Dependency, sections 39.0132(3)–(4), Fla. Stat.; Fla. R. Jud. Admin. 2.420(d)(1)(B)(i).
2. Termination of Parental Rights, sections 39.814(3)–(4), Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(i).
3. Adoption, section 63.162, Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(ii).
4. Gestational Surrogacy, section 742.16(9), Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(xiv).
5. Children and Families in Need of Services, sections 984.06(3)–(4), Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(xvii).
6. Juvenile Delinquency, sections 985.04(1) and 985.045(2), Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(xviii).
7. Waiver of Parental Notification of Termination of Pregnancy by Minor, section 390.01116, Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(vii).
8. Paternity Actions when the Clerks receive written notice, accompanied by a copy of a marriage license, that the biological mother in a paternity action has subsequently married the purported father, section 742.091, Fla. Stat.
9. Marchman Act, section 397.6760, Fla. Stat.; Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(ix).

### **B. Confidential Records**

In addition to the records or information identified in Fla. R. Gen. Prac. & Jud. Admin. 2.420, the Clerks are authorized and directed to maintain the following documents or information

as confidential as provided by state or federal law, unless otherwise ordered by the Court, without requiring any other order of the Court or public notice:

1. Psychological and Psychiatric Evaluations, sections 456.057 and 456.059, Fla. Stat.
2. “Notice of Social Security Number,” Florida Family Law Form 12.902(j); Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(iii).
3. Violation of probation reports, section 945.10(1)(b), Fla. Stat.
4. Florida Department of Law Enforcement criminal history records, section 943.054, Fla. Stat.; 28 C.F.R. Part 20.
5. Department of Highway Safety and Motor Vehicles driver history records, section 119.0712(2), Fla. Stat.; the Driver’s Privacy Protection Act (DPPA), 18 U.S.C. § 2721, et seq.
6. A social security number contained in an indictment or information filed by the State Attorney, 42 U.S.C. § 405(c)(2)(C)(viii); Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(1)(B)(iii).
7. Investigative subpoenas, section 119.071(2)(c)(1), Fla. Stat.
8. Applications for or orders authorizing a wiretap, pen register or trap and trace device, or mobile tracking device, sections 119.071(2)(c)(1), 934.09(8)(c), 934.33, and 934.42, Fla. Stat.

### **C. Identifying Information**

When the law, a rule, or a court order requires the Clerk to seal or maintain identifying information as confidential, the Clerks are directed to maintain as confidential the following information for the individual on the specified case, unless otherwise directed by the Court:

1. Name;
2. Alias;
3. Social security number;
4. Address;
5. Date of birth; and
6. Information on the person’s tattoos, scars, and birthmarks.

### **D. Review of Civil Cases for Confidential Information**

Unless specified in this administrative order, in civil cases the Clerk is not required to designate and maintain information as confidential unless:

1. the filer follows the notice procedures promulgated in Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(2);
2. the filer files a Motion to Determine Confidentiality of Court Records as delineated in Fla. R. Gen. Prac. & Jud. Admin. 2.420(d)(3);
3. the filing is determined confidential by court order; or

4. the case itself is confidential by law.

“Civil cases” includes only Court Type Designators CA, CC, and SC, except case types listed as “Viewable on Request” in the Standards for Access to Electronic Court Records and Access Security Matrix).

#### **E. Interpretation of Court Orders**

When the Clerks receive an order directing that a court file, a document, or information contained therein be maintained as confidential, the Clerks are hereby authorized and directed as follows:

1. If a court order directs that a court record be kept confidential, the Clerks shall maintain as confidential both the court file and the progress docket. In the context of the progress docket, the Clerk shall remove the docket from any public access information system. However, unless otherwise indicated herein or by court order, the Clerk shall not treat as confidential the case number, docket number, or any other identifying number of the case that is determined to be confidential.
2. If a court order directs that a court file be kept confidential and is silent regarding the progress docket, the Clerk shall maintain as confidential the court file, but maintain a progress docket with no alteration of the parties’ names unless otherwise provided by law, rule, or this Administrative Order.
3. If a court order directs that a court document be kept confidential, the Clerk shall treat only that document as confidential unless otherwise provided by law, rule, or this Administrative Order.
4. If a court order directs that a party’s identity is confidential, the Clerks shall take all reasonable steps necessary to ensure that the progress docket is available to the public in a manner that does not disclose the identity of the protected party. This includes substituting the party’s name with a pseudonym, a general term such as “Petitioner,” or the party’s initials if the party is not generally identified by initials.

#### **F. Access by Parties and Attorneys of Record**

Except as otherwise provided below or except as indicated by the language of a court order, the Clerks are authorized to make any sealed or confidential court file, document, or case information available to adult parties and their attorneys of record in accordance with the Standards for Access to Electronic Court Records and Access Security Matrix. No order of the court is required.

The contents of any confidential court file, document, or information in adversarial matters in the probate and guardianship division, whether having been declared adversarial by the Court or adversarial by rule, may be made available to adult parties and their attorneys of record upon request. If a Clerk is unable to determine whether a matter is adversarial, the Clerk may request a determination from the section judge. In all other probate and guardianship matters, the Clerks may make the contents of any sealed or confidential court file, document, or information available only as authorized by law or court order.

### **G. Requests for Access by the Public**

If a member of the public or an entity requests a court file by party name and the file and progress docket are sealed or confidential or a party's identity is sealed or confidential, the Clerks are hereby authorized and directed to inform the requesting person or entity that confidentiality laws prohibit the Clerk from confirming or denying the existence of such file or providing the requested records, if any.

### **III. DIRECTIONS TO JUDICIAL ASSISTANT**

If a motion is filed with the "Confidential Party—Court Service Requested" designation properly displayed, the judicial assistant is responsible for providing service. The judicial assistant shall provide such service so as not to inadvertently reveal the identity of the parties to the movant.

### **IV. EXPUNGED AND SEALED RECORDS**

This Administrative Order does not apply to or affect the procedures in Chapter 943, Fla. Stat., for sealing or expunging criminal history records.

The Court may update the attachments to this Administrative Order without amendment of this Administrative Order.

Administrative Order 2017-064 PA/PI-CIR is hereby rescinded.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of June, 2021.

ORIGINAL SIGNED ON JUNE 29, 2021  
BY ANTHONY RONDOLINO, CHIEF JUDGE

- Appendices:
- A Motion to Determine Confidentiality of Court Records
  - B-1 Order Granting/Denying Motion to Determine Confidentiality of Court Records in accordance with Fla. R. Gen. Prac. & Jud. Admin 2.420(c)(7)-(c)(8)
  - B-2 Order Granting/Denying Motion to Determine Confidentiality of Court Records in accordance with Fla. R. Gen. Prac. & Jud. Admin 2.420(c)(9)
  - C Motion to Determine Confidentiality of Court Records - Special Criminal Records
  - D Order Granting/Denying Motion to Determine Confidentiality of Court Records - Special Criminal Records in accordance with Fla. R. Gen. Prac. & Jud. Admin 2.420(c)(9)
  - E Notice to Affected Non-Party
  - F Instructions and Notice of Hearing (Confidential Records)

cc: All Judges  
The Honorable Bruce Bartlett, State Attorney  
The Honorable Sara Mollo, Public Defender  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
The Honorable Nikki Alvarez-Sowles, Clerk and Comptroller, Pasco County  
The Honorable Bob Gualtieri, Sheriff, Pinellas County  
The Honorable Chris Nocco, Sheriff, Pasco County  
Ita Neymotin, Regional Counsel, Second District  
Ngozi C. Acholonu, Assistant Regional Counsel  
Gay Inskeep, Trial Courts Administrator  
Kimberly Thompson, Chief Operations Officer, Pasco County Clerk's Office  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties

**APPENDIX A**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),

v.

Case No. \_\_\_\_\_

UCN: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s).

\_\_\_\_\_ /

**Motion to Determine Confidentiality of Court Records**

1. I am a  Plaintiff/Petitioner,  Defendant/Respondent, or  Affected non-party in this case, or  Interested Person.

2. I have given written notice of this motion to all affected non-parties \_\_\_\_\_ [specify names of non-parties], and filed copies of the notice provided. The notice identified this case by docket number; described the confidential information without revealing it; specified the location of the information in the court record; and advised that if the motion is denied by the court then the subject material will not be treated as confidential by the Court or the Clerk.

3. I respectfully request that the Court determine that the following court records or portion of a record are confidential and order the Clerk to seal the records in accordance with  Rule of General Practice and Judicial Administration 2.420(c)(7) - (c)(8);  Rule of General Practice and Judicial Administration 2.420(c)(9):

\_\_\_\_\_ particular information within a document (specify the type of information, identify the document title and date, and identify the page and line number where the information is located in the document): \_\_\_\_\_.

\_\_\_\_\_ particular documents within the court file (identify the document title and date): \_\_\_\_\_.

\_\_\_\_\_ the entire court file, but not the progress docket.

\_\_\_\_\_ the entire court file and the progress docket.

\_\_\_\_\_ the party's name on the progress docket.

[Identify records or portion of a record that you seek to have determined confidential but do not reveal the information to be determined confidential]

4. The Court should determine the record is confidential for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

[Explain why the court should find the record confidential. Do not reveal the information to be determined confidential. If you are an affected non-party or interested person, give your



relationship to the parties and how you are affected by the record.]

5. [For Rule 2.420(c)(7) or (c)(8) motions] The legal authority for the Court to determine that the records are confidential is:\_\_\_\_\_.

[Provide a court rule, statute, or case law authorizing the Court to determine this type of record is confidential].

6. [For Rule 2.420(c)(9) motions] Confidentiality of the information sought to be sealed is required to protect the following interests: [select all that apply]

- \_\_\_\_\_ a. Prevent serious and imminent threat to the fair, impartial, and orderly administration of justice.
- \_\_\_\_\_ b. Protect trade secrets.
- \_\_\_\_\_ c. Protect a compelling governmental interest.
- \_\_\_\_\_ d. Obtain evidence to determine legal issues in a case.
- \_\_\_\_\_ e. Avoid substantial injury to innocent third parties.
- \_\_\_\_\_ f. Avoid substantial injury to a party by disclosure of matters protected by a common law or privacy right not generally inherent in this type of proceeding, specifically: \_\_\_\_\_.
- \_\_\_\_\_ g. Complying with established public policy set for in the Florida or U.S. Constitution or statutes or Florida rules or case law, specifically: \_\_\_\_\_.

7. There is no less restrictive measure available to protect these interests and the degree, duration, and manner of confidentiality sought is no broader than necessary to protect these interests.

8. I have consulted with \_\_\_\_\_  
[List all parties and affected non-parties, if any] and they  agree  do not agree with this motion.

9. I certify that this motion is made in good faith and is supported by a sound factual and legal basis.

10. I acknowledge that I may be subject to Court sanctions if this motion is not made in good faith and is not supported by a sound legal or factual basis.

DATED: \_\_\_\_\_ [Signature] \_\_\_\_\_  
 Printed name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone number \_\_\_\_\_  
 Fax number \_\_\_\_\_  
 Florida Bar No. \_\_\_\_\_  
 Email address \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that the original was filed with the Clerk of the Circuit Court and that a copy of this document was furnished by  Email  U.S. mail  hand delivery or  facsimile to [include all parties and affected non-parties] \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_ [Signature]

**APPENDIX B-1**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),  
v. Case No. \_\_\_\_\_  
UCN: \_\_\_\_\_  
\_\_\_\_\_  
Defendant(s).  
\_\_\_\_\_ /

**ORDER GRANTING/DENYING MOTION TO DETERMINE  
CONFIDENTIALITY OF COURT RECORDS  
IN ACCORDANCE WITH RULE OF GENERAL PRACTICE AND  
JUDICIAL ADMINISTRATION 2.420(c)(7)-(c)(8)**

**THIS MATTER** is before the Court on a Motion to Determine Confidentiality of Court Records filed by \_\_\_\_\_ pursuant to Florida Rule of General Practice and Judicial Administration 2.420(c)(7)-(c)(8) for an order sealing the following information relative to this \_\_\_\_\_ [specify type of case, such as civil action; dissolution of marriage; paternity, etc.] case:

[select all that apply]

- \_\_\_\_\_ particular information within a document, specifically:  
\_\_\_\_\_
- \_\_\_\_\_ particular documents within the court file, specifically:  
\_\_\_\_\_
- \_\_\_\_\_ the entire court file, but not the progress docket.
- \_\_\_\_\_ the entire court file and the progress docket.
- \_\_\_\_\_ the party's name on the progress docket.

Affected non-parties were notified of this Motion.

This motion was/was not contested and a hearing was/was not conducted [if conducted, include date].

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **DENIES** the motion because the moving party has failed to establish that records at issue are made confidential under state or federal law or any other basis under Rule of General Practice and Judicial Administration 2.420(c)(7)-(c)(8).

-- OR --

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **GRANTS** the motion as follows:

1. The Court finds that the information is made confidential under state or federal law or other basis under Rule of General Practice and Judicial Administration 2.420(c)(7)–(c)(8): [specify statute, rule, constitution, or case] \_\_\_\_\_.

2. The Court further finds that no less restrictive measure is available to protect this/these interest(s), and that the degree, duration and manner of confidentiality ordered herein are no broader than necessary to protect the interest(s).

Wherefore, it is hereby **ORDERED** that:

In accordance with Florida Rule of General Practice and Judicial Administration 2.420 and the Standards for Access to Electronic Court Records and Access Security Matrix, the Clerk of the Circuit Court is hereby directed to maintain as confidential the following materials related to this matter: [*select all that apply*]

\_\_\_\_ 1. The following information contained within \_\_\_\_\_ [specify pleading]:  
\_\_\_\_\_ [specify information].

\_\_\_\_ 2. The following documents within the court file: \_\_\_\_\_  
\_\_\_\_\_. However, the file and progress docket shall otherwise remain available to the public subject to any substitution of a party's name set forth above.

\_\_\_\_ 3. The entire court file. However, the progress docket may remain open to the public subject to any substitution of a party's name set forth above.

\_\_\_\_ 4. The entire court file and the progress docket. The progress docket shall not be available on any public information system. However, the case number shall remain public.

\_\_\_\_ 5. The party's name on the progress docket. On the public progress docket, the Clerk of the Circuit Court shall substitute the following for the party's name: \_\_\_\_\_  
\_\_\_\_\_. Further, the Clerk shall ensure that the party's name is redacted from all public materials in the file and that the final judgment is recorded in a manner that does not reveal the identity of the party. However, the progress docket and the file shall otherwise remain available to the public.

It is further **ORDERED** that the Clerk is not to post this Order because the information is confidential based on federal or state law.

It is further **ORDERED** that the Clerk is hereby authorized to unseal any materials sealed pursuant to this Order for the purpose of filing, microfilming or imaging files, or transmitting a record to an appellate tribunal. The materials shall be resealed immediately upon completion of the filing.

**DONE AND ORDERED** in Chambers, at [*Courthouse Location*], this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[Signature]

Copies to:

**APPENDIX B - 2**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),  
v. Case No. \_\_\_\_\_  
UCN: \_\_\_\_\_  
\_\_\_\_\_  
Defendant(s).  
\_\_\_\_\_ /

**ORDER GRANTING/DENYING MOTION TO DETERMINE  
CONFIDENTIALITY OF COURT RECORDS  
IN ACCORDANCE WITH RULE OF GENERAL PRACTICE AND  
JUDICIAL ADMINISTRATION 2.420(c)(9)**

**THIS MATTER** is before the Court on a Motion to Determine Confidentiality of Court Records filed by \_\_\_\_\_ pursuant to Florida Rule of General Practice and Judicial Administration 2.420(c)(9) for an order sealing the following information relative to this \_\_\_\_\_ [specify type of case, such as civil action; dissolution of marriage; paternity, etc.] case:

[select all that apply]

- \_\_\_\_\_ particular information within a document, specifically: \_\_\_\_\_.
- \_\_\_\_\_ particular documents within the court file, specifically: \_\_\_\_\_.
- \_\_\_\_\_ the entire court file, but not the progress docket.
- \_\_\_\_\_ the entire court file and the progress docket.
- \_\_\_\_\_ the party's name on the progress docket.

Affected non-parties were notified of this Motion.

This motion was/was not contested and a hearing was/was not conducted [if conducted, include date].

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **DENIES** the motion because the moving party has failed to establish that confidentiality of the information sought to be sealed is necessary to protect any interest under Rule 2.420(c)(9).

**-- OR --**

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **GRANTS** the motion as follows:

1. Confidentiality of the [information sought to be sealed] is required in accordance with Rule of General Practice and Judicial Administration 2.420(c)(9) to protect the following interest(s): [*select all that apply*]

- \_\_\_\_\_ a. Preventing a serious and imminent threat to the fair, impartial, and orderly administration of justice, specifically: \_\_\_\_\_.
- \_\_\_\_\_ b. A trade secret.
- \_\_\_\_\_ c. A compelling government interest, specifically \_\_\_\_\_.
- \_\_\_\_\_ d. Obtaining evidence to determine the legal issues in a case.
- \_\_\_\_\_ e. Avoiding substantial injury to innocent third parties, specifically \_\_\_\_\_.
- \_\_\_\_\_ f. Avoiding substantial injury to a party by the disclosure of matters protected by a common law or privacy right not generally inherent in this type of proceeding, specifically \_\_\_\_\_.
- \_\_\_\_\_ g. Complying with established public policy set forth in the Florida or U.S. Constitution or statutes or Florida rules or case law, specifically:  
\_\_\_\_\_.

2. The Court further finds that no less restrictive measure is available to protect this/these interest(s), and that the degree, duration and manner of confidentiality ordered herein are no broader than necessary to protect the interest(s).

Wherefore, it is hereby **ORDERED** that:

In accordance with Florida Rule of Judicial Administration 2.420 and the Standards for Access to Electronic Court Records and Access Security Matrix, the Clerk of the Circuit Court is hereby directed to maintain as confidential the following materials related to this matter: [*select all that apply*]

- \_\_\_\_\_ 1. The following information contained within \_\_\_\_\_ [specify pleading]:  
\_\_\_\_\_ [specify information].
- \_\_\_\_\_ 2. The following documents within the court file: \_\_\_\_\_  
\_\_\_\_\_. However, the file and progress docket shall otherwise remain available to the public subject to any substitution of a party's name set forth above.
- \_\_\_\_\_ 3. The entire court file. However, the progress docket may remain open to the public subject to any substitution of a party's name set forth above.
- \_\_\_\_\_ 4. The entire court file and the progress docket. The progress docket shall not be

available on any public information system. However, the case number shall remain public.

\_\_\_\_5. The party's name on the progress docket. On the public progress docket, the Clerk of the Circuit Court shall substitute the following for the party's name: \_\_\_\_\_  
\_\_\_\_\_. Further, the Clerk shall ensure that the party's name is redacted from all public materials in the file and that the final judgment is recorded in a manner that does not reveal the identity of the party. However, the progress docket and the file shall otherwise remain available to the public.

It is further **ORDERED** that any materials sealed pursuant to this Order shall be conditionally disclosed upon the entry of a further order by this Court finding that such opening is necessary for purposes of judicial or governmental accountability or First Amendment rights.

It is further **ORDERED** that, within 10 days of the date of this Order, the Clerk shall post a copy of this Order on the bulletin board of [*specify courthouse at which order is being signed*] and the Clerk's website for a period of 30 days to provide public notice.

It is further **ORDERED** that the Clerk is hereby authorized to unseal any materials sealed pursuant to this Order for the purpose of filing, microfilming or imaging files, or transmitting a record to an appellate tribunal. The materials shall be resealed immediately upon completion of the filing.

**DONE AND ORDERED** in Chambers, at [*Courthouse Location*], this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[Signature]

Copies to:

**APPENDIX C**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),  
v. Case No. \_\_\_\_\_  
UCN: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s).  
\_\_\_\_\_ /

**DIRECTIONS TO CLERK:**

This Motion should be docketed using only the word "Motion."

**Motion to Determine Confidentiality of Court Records  
- Special Criminal Records**

[This form to be used only to determine confidentiality of plea agreements, substantial assistance agreements, or other court record that reveals the identity of a confidential informant or active criminal investigative information]

1. This motion is filed by or on behalf of  State of Florida,  Defendant.
2. I respectfully request that the Court determine that the following court records are confidential and order the Clerk to seal the records in accordance with Rule of General Practice and Judicial Administration 2.420(c)(9):
  - \_\_\_\_\_ plea agreement
  - \_\_\_\_\_ substantial assistance agreement
  - \_\_\_\_\_ documents that reveal the identity of a confidential informant
  - \_\_\_\_\_ documents that reveal active criminal investigative information

3. The Court should determine the record is confidential for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_.

[Explain why the court should find the record confidential. Do not reveal the information to be determined confidential.]

4. Confidentiality of the information sought to be sealed is required to protect the following interests: [select all that apply]

- \_\_\_\_\_ a. Prevent serious and imminent threat to the fair, impartial, and orderly administration of justice
- \_\_\_\_\_ b. Protect a compelling governmental interest
- \_\_\_\_\_ c. Avoid substantial injury to innocent third parties
- \_\_\_\_\_ d. Complying with established public policy set forth in the Florida or U.S. Constitution or statutes or Florida rules or case law, specifically:  
\_\_\_\_\_.



5. There is no less restrictive measure available to protect these interests and the degree, duration, and manner of confidentiality sought is no broader than necessary to protect the interests.

6. I have consulted with the  Assistant State Attorney  Attorney for Defendant  Defendant and they  agree  do not agree with this motion.

7. I certify that this motion is made in good faith and is supported by a sound factual and legal basis.

8. I acknowledge that I may be subject to Court sanctions if this motion is not made in good faith and is not support by a sound legal or factual basis.

DATED: \_\_\_\_\_

[Signature] \_\_\_\_\_  
Printed name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax number \_\_\_\_\_  
Florida Bar No. \_\_\_\_\_  
Email address \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that the original was filed with the Clerk of the Circuit Court and that a copy of this document was furnished by  Email  U.S. mail  hand delivery or  facsimile to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Signature]

**APPENDIX D**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),  
v. Case No. \_\_\_\_\_  
UCN: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s).  
\_\_\_\_\_ /

**DIRECTIONS TO CLERK:**

This Order should be docketed using only the word "Order."

**ORDER GRANTING/DENYING MOTION TO DETERMINE  
CONFIDENTIALITY OF COURT RECORDS - SPECIAL CRIMINAL RECORDS  
IN ACCORDANCE WITH RULE OF GENERAL PRACTICE AND JUDICIAL  
ADMINISTRATION 2.420(c)(9)**

**THIS MATTER** is before the Court on a Motion to Determine Confidentiality of Court Records filed by \_\_\_\_\_ pursuant to Florida Rule of General Practice and Judicial Administration 2.420(c)(9) in a criminal case for an order sealing:

- \_\_\_\_\_ a plea agreement
- \_\_\_\_\_ a substantial assistance agreement
- \_\_\_\_\_ documents that reveal the identity of a confidential informant
- \_\_\_\_\_ documents that reveal active criminal investigative information

This motion was/was not contested and a hearing was/was not conducted [if conducted, include date].

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **DENIES** the motion because the moving party has failed to establish that confidentiality of the information sought to be sealed is necessary to protect any interest under Rule 2.420(c)(9).

- OR -

Having considered the arguments of the parties, legal authority, and otherwise being fully advised, the Court **GRANTS** the motion as follows:

1. Confidentiality is required in accordance with Rule of General Practice and Judicial Administration 2.420(c)(9) to protect the following interests: [select all that apply]

- \_\_\_\_\_ a. Prevent serious and imminent threat to the fair, impartial, and orderly

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- administration of justice
- \_\_\_\_\_ b. Protect a compelling governmental interest
- \_\_\_\_\_ c. Avoid substantial injury to innocent third parties
- \_\_\_\_\_ d. Complying with established public policy set forth in the Florida or U.S. Constitution or statutes or Florida rules or case law, specifically: \_\_\_\_\_.

2. The Court further finds that no less restrictive measure is available to protect this/these interest(s), and that the degree, duration and manner of confidentiality ordered herein are no broader than necessary to protect the interest(s).

Wherefore, it is

**ORDERED** that the Clerk of the Circuit Court is hereby directed to seal immediately the following materials related to this matter and to keep such materials from public access: [*select all that apply*]

- \_\_\_\_\_ a plea agreement
- \_\_\_\_\_ a substantial assistance agreement
- \_\_\_\_\_ documents that reveal the identity of a confidential informant specifically: \_\_\_\_\_
- \_\_\_\_\_ documents that reveal active criminal investigative information specifically: \_\_\_\_\_

The materials are to remain sealed for \_\_\_\_\_ days (up to 120 days for original order and up to 60 days for extensions).

It is further **ORDERED** that pursuant to 2.420(f)(3)(D), the Clerk is not to post this Order.

It is further **ORDERED** that any materials sealed pursuant to this Order may otherwise be disclosed only as follows:

1. to any judge of this Circuit for case-related reasons;
2. to the Chief Judge or his or her designee;
3. to the following specific individuals: \_\_\_\_\_; or
4. by further order of the Court.

It is further **ORDERED** that the Clerk is hereby authorized to unseal any materials sealed pursuant to this Order for the purpose of filing, microfilming or imaging files, electronic verification, or transmitting a record to an appellate tribunal. The materials shall be resealed immediately upon completion of the filing.

**DONE AND ORDERED** in Chambers, at [*Courthouse Location*], this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ [Signature]

Copies to:

**APPENDIX E**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),  
v.

Case No. \_\_\_\_\_  
UCN: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s).  
\_\_\_\_\_ /

**Notice to Affected Non-Party**

**YOU ARE HEREBY NOTIFIED** that the attached  Notice of Confidential Information within Court Filing  Motion to Determine Confidentiality of Court Records  Motion to Vacate or Unseal Court Records has been filed with the Court in this case.

The Notice of Confidential Information will result in the information being treated as confidential unless otherwise ordered by the Court.

The Motion seeks to seal/unseal the following type of information: \_\_\_\_\_

\_\_\_\_\_ [describe the confidential information with as much specificity as possible without revealing the confidential information, including specifying the precise location of the information within the court record].

If the Motion to Determine Confidentiality of Court Records is denied these records will not be treated as confidential by the Clerk and the Court.

If the Motion to Vacate or Unseal Court Records is granted these records will no longer be treated by the Clerk and the Court as confidential.

You may file a response with the Clerk of the Circuit Court indicating if you agree or disagree with the motion. You are not required to file a response.

DATED: \_\_\_\_\_

[Signature] \_\_\_\_\_  
Printed name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax number \_\_\_\_\_  
Florida Bar No. \_\_\_\_\_  
Email address \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that the original was filed with the Clerk of the Circuit Court and that a copy of this document was furnished by  Email  U.S. mail  hand delivery or  facsimile to [include all parties and affected non-parties] \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Signature]

## APPENDIX F

### Instructions for Notice of Hearing (Confidential Records) Form

#### When should this form be used?

If you have filed a Motion that you want to be heard by a judge, you need to set a hearing before the **judge** and send notice of the **hearing** to the other party or parties in your case and to any affected non-party.

#### What should I do first?

To set a hearing date and time, you have to make a good-faith effort to coordinate a mutually convenient date and time for you, the other parties in the case, and the judge. **You should first call the office of the assigned judge and obtain hearing dates and times from his/her assistant.** You should then call the attorney for the other party in your case to determine whether they are available on any of the dates and times given to you by the judge's assistant. The final step is to call the judge's office back to confirm the agreed upon date and time.

#### Preparing the Notice of Hearing:

After the date and time have been confirmed, you should complete the **Notice of Hearing** form, sign it, make copies of it, and e-mail or U.S. mail a copy to the other party and any affected non-party.

This form should be typed or printed in black ink. After completing this form, you should **E-file** the original with the **clerk of the circuit court** in the county where your case was filed. Make copies first to send to the other party and to keep for your records.

#### What should I do next?

A copy of this form **must** be e-mailed, U.S. mail, **or** hand delivered to the other party and any affected non-party in your case.

**APPENDIX F**

**IN THE CIRCUIT/COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO/PINELLAS COUNTIES, FLORIDA  
DIVISION**

\_\_\_\_\_  
Plaintiff(s),

v.

Case No. \_\_\_\_\_

UCN: \_\_\_\_\_

\_\_\_\_\_  
Defendant(s).

\_\_\_\_\_ /

**Notice of Hearing (Confidential Records) [fill in all blanks]**

TO: *{name of other party}* \_\_\_\_\_

There will be a hearing before Judge *{name}* \_\_\_\_\_, on *{date}* \_\_\_\_\_, at *{time}* \_\_\_\_\_ m., in Room \_\_\_\_\_ of the Courthouse, located at: *{address}* \_\_\_\_\_ on the following issues:

- Motion to Determine Confidentiality of Court Records
- Motion to Determine Confidentiality of Court Records – Special criminal records
- Motion to vacate or unseal court records
- Other: \_\_\_\_\_.

If this matter is resolved, the moving party must contact the judge’s office to cancel this hearing.

For proceedings before the Courts of Pasco County:

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Pasco County Human Resources Office, 8731 Citizens Drive, Suite 330, New Port Richey, FL 34654, (727) 847-8103 (V) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

For proceedings before the Courts of Pinellas County:

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

**CERTIFICATE OF SERVICE**

I certify that the original was filed with the Clerk of the Circuit Court and that a copy of this document was furnished by  Email  U.S. mail  hand delivery or  facsimile to [include all parties and affected non-parties] \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Person Requesting Hearing  
Printed name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax number \_\_\_\_\_  
Florida Bar No. \_\_\_\_\_  
Email address \_\_\_\_\_