

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER NO. 2007-21
(Vacates Administrative Order No. 2006-38)**

IN RE: RECORDS

**SEALING OF COURT RECORDS
Rule 2.420, Rules of Judicial Administration**

WHEREAS, the Supreme Court of the State of Florida has issued an opinion approving interim amendments to Rule 2.420, *Rules of Judicial Administration*; and

WHEREAS, Rule 2.420(d) has established the procedures for sealing court records in civil proceedings when such is authorized under Rule 2.420(c)(9); and

WHEREAS, these rules are interim and the Supreme Court has directed various committees to evaluate the Rules for future amendment and among considerations is the effect on the work load of the judiciary; and

WHEREAS, the Rules are new and as with any new law or rule there is a period of adjustment by the judges, lawyers and litigants to new requirements, it is

ORDERED AND ADJUDGED that the Clerk of Court for each county within the First Judicial Circuit shall establish a procedure to insure that the Chief Judge is provided a copy of each motion and order filed in any civil action which seals the court record or a portion thereof. It is further

ORDERED that no court record or a portion thereof subject to this order shall be considered sealed or made confidential, regardless of any order entered by the trial court, unless it results from a written motion and the order contains the necessary directions to the clerk of the court pursuant to Rule 2.420(d). The Clerk shall communicate with the court (signing judge) regarding any order that appears to be non-compliant in order to allow the court to fulfill its intentions. In the event of a non-compliant order, this administrative order takes precedence. It is further

ORDERED that this order specifically addresses the sealing of court records based on the criteria under Rule 2.420(c)(9) and (d) and does not control the procedures established by the clerk of court or court order maintaining the confidentiality of those records exempted from public access under Rule 2.420(c)(1) through (8). It is further

ORDERED that in order to comply with the notice provisions of Rule 2.420(d)(3)(h) and (4), it is the responsibility of the judge entering the order to insure it is provided expeditiously to the clerk and no later than seven days after the entry of the order.

DONE AND ORDERED this 6th day of June, 2007.

Signed by: Kim A. Skievaski, Chief Judge

Copies furnished to:

All Judges, First Judicial Circuit
Honorable Ernie L. Magaha, Clerk of Courts, Escambia County
Honorable Mary Johnson, Clerk of Courts, Santa Rosa County
Honorable Martha Ingle, Clerk of Courts, Walton County
Honorable Don Howard, Clerk of Courts, Okaloosa County
The Summation, EscaRosa Bar Association
Okaloosa/Walton Bar Association