

**PART 27. ELECTRONIC COURT RECORD EXCLUDED
FROM PUBLIC ACCESS**

Section 4.30 – ELECTRONIC COURT RECORDS EXCLUDED FROM PUBLIC ACCESS. THE SUPREME COURT'S ELECTRONIC ACCESS POLICY FOR CIRCUIT COURT RECORDS IS INCORPORATED INTO THE CIRCUIT COURT RULES FOR THE 14TH JUDICIAL CIRCUIT BY AND FOR REFERENCE, VIS.:

- (a) Information that is impounded, sealed, or expunged pursuant to law or by court rule, order of court, or pursuant to the Manual on Recordkeeping shall be excluded from public access in electronic form. Access and inspection of this information is governed by the existing court rules and laws for public access of the official court record. Requests for inspection must be made in person at the office of the clerk of court.
- (b) While there is no authority prohibiting public access to certain other categories of information, there is no need to disclose such information to the public in an electronic form. The following information is excluded from public access in electronic form, unless access is provided at the office of the clerk of court. Such access shall be through the use of a computer terminal which does not allow information to be downloaded or exported, and only if such access is not otherwise prohibited by this Policy.
- Financial information that provides identifying account numbers on specific assets, liabilities, accounts, credit cards, first five digits of social security number or P.I.N. numbers of individuals or business entities;
 - Proprietary business information such as trade secrets, customer lists, financial information or business tax returns;
 - Information constituting trade secrets, copyrighted or patented material or which is otherwise owned by the state or local government and whose release would infringe on the government's proprietary interest;
 - Notes, drafts and work products prepared by a judge or for a judge by court staff or individuals working for the judge related to cases before the court;
 - Names, addresses, or telephone numbers of potential or sworn jurors in a criminal case;
 - Juror questionnaires and transcripts of voir dire of prospective jurors;
 - Wills deposited with the court pursuant to the Manual on Recordkeeping;
 - Arrest warrants (at least prior to the arrest of the person named);
 - Any documents filed or imaged, i.e. complaint, pleading, order.
- (c) Information not covered in subsections (a) and (b) may be excluded from public access in electronic form by local rule.

RULE 1. AUTHORITY

Authority for this Rule is derived from the Illinois Supreme Court's Electronic Access Policy for Circuit Court Records of the Illinois Courts, Effective April 1, 2004.

RULE 2. PURPOSE

The purpose of this Rule is to protect sensitive personal and financial information from being disseminated over the Internet.

RULE 3. RECORDS RESTRICTED BY LOCAL RULE

- A. The Circuit Clerks shall cause the following recorded information not to be provided on the Internet for access by the general public:
1. Driver's License Numbers
 2. Medical Records
 3. Employment History Information
 4. Residential Street Addresses
 5. All ordinance violations that are committed by minors under the age of seventeen (17) shall not be identified or disseminated over the Internet.
 6. Names of Minor Children
- B. The above in no way limits access to these records by Judges, State's Attorneys, Attorneys of Record in the case, or authorized members of law enforcement.

(Adopted Effective May 1, 2005)