

### **SO 1.16 Sealed Documents/Items**

On February 1, 2005, the electronic record became the official record of this Court. For cases filed prior to this date, which exist partially in paper and electronic format, the clerk is authorized to scan all sealed paper documents and upload them to the Court's electronic record. The Clerk of Court may destroy said paper documents in accordance with the Administrative Procedures for Filing Electronic Documents regarding paper document retention.

After a case has closed and all appeal delays have run, any sealed item which is unable to be scanned and uploaded to the Court's electronic record shall be disposed of in accordance with the Court's policies and procedures regarding the disposition of cases and exhibits.

**Effective: September 25, 2015**