



## Restricted Documents and Case Types in EDMS

Access to certain documents and case types is automatically restricted within the Electronic Document Management System (EDMS).

### Documents with Restricted Access

No application to restrict access is necessary for the following documents. The documents are not available to the public except as noted below.

Document Type	Available Only To
229A Annual Report	Clerks of court and judges
Arrest Warrants: Applications and orders for arrest warrants and all information filed with the court for the purpose of securing such warrants;	County attorney and staff, peace officers and authorized employees of law enforcement agencies, authorized employees of the department of corrections, clerks of court and judges in the course of official duties until executed and a return of service is filed or until the initial appearance of defendant, whichever is first; then available to registered case parties as well unless otherwise ordered by the court
Arrest Warrant: Order to Issue Warrant	County attorney and staff, peace officers and authorized employees of law enforcement agencies, authorized employees of the department of corrections, clerks of court and judges in the course of official duties until executed and a return of service is filed or until the initial appearance of defendant, whichever is first; then public unless otherwise ordered by the court
Arrest Warrant: Bench Warrant	Registered case parties, attorneys on the case, clerks of court and judges
Arrest Warrant: Juvenile Bench Warrant	County attorney and staff, peace officers and authorized employees of law enforcement agencies, authorized employees of the department of corrections, clerks of court and judges in the course of official duties
Child Abuse Assessment Report	County attorney and staff, clerks of court and judges
Combined General Docket Report	Registered case parties, attorneys on the case, clerks of court and judges
Completion of Evaluation	Registered case parties, attorneys on the case, clerks of court and judges
County Attorney Subpoena	County attorney and staff, clerks of court and judges
Court Reporter Transcripts	Clerks of court and judges until the transcript is paid for by both parties or until 150 days have passed since the filing of the combined certificate; then, public unless otherwise ordered by the court
Criminal Booking Sheet	Registered case parties, attorneys on case, clerks of court and judges
Criminal Disposition Sheet or DPS Tracking Sheet	Clerks of court and judges
Criminal History	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Criminal Pre-trial Release Evaluation	Registered self-represented defendants, attorneys on the case, clerks of court and judges



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Criminal Reports: Court Ordered Evaluation Report – Criminal & Juvenile, Pre-sentence Investigation Report & PSI Addendum, Pre-trial Release Report, Supervision Report, and Substance /Medical Assessment/Counseling	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Child Support Recovery Unit Mandatory Confidential Information	Clerks of court and judges
Documents scanned on paper cases converted to electronic for the convenience of court operation	Clerks of court and judges
Documents Proposed for Restricted Access (Proposed Code)	Clerks of court and judges
Domestic Abuse Registry & Protective Order Information Form	Clerks of court and judges
Drug and Alcohol Testing	Registered case parties, attorneys on the case, clerks of court and judges
Exhibit – Juvenile & Exhibit List – Juvenile	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Exhibit - Proposed	Registered self-represented parties, attorneys on the case, clerks of court and judges
Genetic Test for Paternity Report	Registered case parties, attorneys on the case, clerks of court and judges
Guardian Ad Litem Report	Attorneys on the case, clerks of court and judges
Guardian Ad Litem Report – Probate	Registered case parties, attorneys on the case, clerks of court and judges
In Camera Exhibit	Clerks of court and judges
Intensive Supervision Program	Registered case parties, attorneys on the case, clerks of court and judges
Juvenile Reports, including social investigation type reports, social history type reports, and predisposition reports	Attorneys on the case, clerks of court and judges
Juvenile – Court Ordered Evaluation Report	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Juvenile Detention Report	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Juvenile Intake Summary Report	Registered case parties, attorneys on the case, clerks of court and judges
Juvenile Orders for permanency, removal, and removal review	Registered case parties, attorneys on the case, clerks of court and judges
Juvenile – Order Sealing Juvenile Records	Clerks of court and judges
Minutes of Testimony & Additional Minutes of Testimony	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Order to Expunge (other than deferred judgment)	Clerks of court and judges
Progress Report	Registered case parties, attorneys on the case, clerks of court and judges



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<b>Document Type</b>	<b>Available Only To</b>
Protected Information Form	Registered case parties, attorneys on the case, clerks of court and judges
Search Warrants: Applications and orders for search and seizure warrants, all information filed with the court for the purpose of securing such	Peace officers, judges and court employees in the course of official duties until executed; then public unless otherwise ordered by the court
Secure Attachment	Same availability as the document to which it is attached. If attached to a public document, a Secure Attachment is restricted to access by registered self-represented parties, attorneys on the case, clerks of court and judges
Stipulation re Transcript Redaction	Registered case parties, attorneys on the case, clerks of court and judges
Substance Abuse Assessment/ Counseling	Registered self-represented defendants, attorneys on the case, clerks of court and judges
Victim Notification Filed Victim Notification Sent	County attorney and staff, clerks of court and judges
Victim Impact Statement	Registered self-represented defendants and attorneys on the case, clerks of court and judges
Witness – Fee Claim for Non Expert Witness	Clerks of court and judges
Witness Information Form	Clerks of court and judges



### Case Types with Restricted Access

Access to the following case types is automatically restricted within EDMS. The cases and the documents filed in them are not available to the public except as noted below.

Confidential means court files (cases) are excluded from public access by federal or state law or administrative rule, court rule, court order, or case law. Only the case parties specified in the applicable law, rule, or order can see the case and get notifications.

Case Type – Subtype	Restriction Details
Adoption	Confidential until closed, then sealed.
Cases ordered expunged or sealed by the court	Sealed.
Criminal cases with an outstanding search and seizure or arrest warrant	Confidential until the warrant is served; then, public unless otherwise ordered by the court
Dissolution of Marriage with or without children and other	Confidential until decree; then public
Investigative Filings – County Attorney Subpoena and Non-testimonial or Investigative Matters cases	Available only to county attorney and staff until clerk is notified that charges are filed; then public
Investigative Filings – Administrative Search Warrant cases	Available only to filer until the return of service is filed; then public
Juvenile – Non-delinquency cases (all case subtypes)	Confidential. Terminations of Parental Rights and Child/Family in Need of Assistance are sealed when closed.
Juvenile – Delinquency (all case subtypes)	Confidential except for cases with a forcible felony-level charge, which are public unless the juvenile involved is less than 10 years of age or otherwise ordered by the court. Before adjudication as delinquent, public cases cannot be viewed online but must be accessed from a public access terminal in the county where they originated
Juvenile Notification of Abortion	Non-electronic and sealed
Mental Health – Adult (all case subtypes)	Confidential
Mental Health – Juvenile (all case subtypes)	Confidential
Search Warrant	Confidential until the warrant is served; then, public unless otherwise ordered by the court