

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

In Re: Local Rule of Judicial Administration L-100

:  
:  
:

MsD No. 17-40301

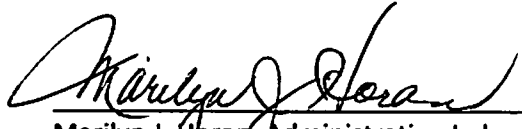
Administrative Order of Court

And Now, this 5<sup>th</sup> day of December, 2017, it is hereby Ordered and Decreed, that effective January 6, 2018, the Butler County Court of Common Pleas adopts Local Rule of Judicial Administration L 100 governing the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts for the 50<sup>th</sup> Judicial District.

The Butler County District Court Administrator is Ordered and Directed to do the following:

1. File one (1) copy with the Administrative Office of Pennsylvania Courts via e-mail to [adminrules@pacourts.us](mailto:adminrules@pacourts.us).
2. File two (2) paper copies and one (1) electronic copy in Microsoft Word format only to [bulletin@palrb.us](mailto:bulletin@palrb.us) with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
3. Publish these rules on the Butler County Court Services website.
4. File one (1) copy of the local rule in the in each filing office for public inspection and copying.
6. Deliver one (1) copy to the Butler County Legal Journal for publication at their discretion.

By the Court,

  
Marilyn J. Horan, Administrative Judge

PROTHONOTARY'S  
OFFICE-BUTLER CO.  
ENTERED & FILED

2017 DEC -6 A 9:43

  
PROTHONOTARY

**Rule of Judicial Administration L-100. Access to Case Records, Confidential Information Forms, and Confidential Document Forms. Public Access Policy for the Butler County Court of Common Pleas**

The Court hereby adopts for use in the 50<sup>th</sup> Judicial District the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts.

Pursuant to Section 3, the preferred method of viewing case records is through the public terminals that are available in each of the custodian's offices. In the event public terminals are not available, the custodian will ensure that the information sought is made available to the requestor.

Pursuant to Section 7, Confidential Information Forms, as provided by the AOPC, shall accompany any document filed containing confidential information as delineated in section 7.0 of the UJS's public access policy. Parties and their attorneys shall place the Confidential Information Form(s) into an unsealed, letter-sized, No. 10 envelope.

Pursuant to Section 8, Confidential Document Forms, as provided by the AOPC, shall accompany any confidential document filed as delineated in section 8.0 of the UJS's public access policy. Parties and their attorneys shall place the Confidential Documents into an unsealed, letter-sized manila (or equivalent) envelope.

Parties are expressly prohibited from filing two versions of any document, i.e., a redacted version and an un-redacted version.

Copies of this Local Rule, the state policy and the forms listed above shall be made available in each filing office as well as on the Butler County Court Services website ([www.co.butler.pa.us](http://www.co.butler.pa.us)) within thirty days of publication in the Pennsylvania Bulletin.