

M E M O

Date: August 12, 1997

To: Attorneys and Pro Se Parties

From: District Clerk ANNIE REBECCA ELLIOTT

Subject: Access to Confidential/Sealed Records

Anyone wishing to view or obtain a copy of a confidential or sealed record, **must** fill out a "Motion and Order" to submit for the court's approval.

This must be accompanied by a copy of the Pro Se's driver license or an attorney's bar number.

This order **MUST** be signed by the judge before you may view or copy such files and it could be up to three (3) days before this order is returned to this office. Please call this office to check the status of the order.

Thank you.