

GALLIA COUNTY COMMON PLEAS COURT

PERSONAL IDENTIFIERS

Pursuant to Rule 45(D)(2) of the Rules of Superintendence
Effective July 1, 2009

Plaintiff(s)/Petitioner
SSN _____

Driver's License # _____

Employee ID # _____

Financial Account Numbers

Case Number

Please use this side of form for
additional defendants.

Defendant/Respondent

SSN _____

Driver's License # _____

Employee ID. # _____

Financial Account Numbers

Defendant/Respondent

SSN _____

Driver's License # _____

Employee ID# _____

Defendant/Respondent

SSN _____

Driver's License# _____

Employee ID # _____

Completed by: _____ Plaintiff's/Petitioner's Atty.

_____ Plaintiff/Petitioner

_____ Defendant's/Respondent's Atty.

_____ Defendant/Respondent

Name _____

Address _____

Phone _____

**GALLIA COUNTY CLERK OF COURTS
NOREEN M. SAUNDERS
18 Locust Street, Room 1290
Gallipolis, Ohio 45631**

June 2, 2009

To: Area Attorneys

From: Noreen M. Saunders, Clerk of Courts

Updates to the Rules of Superintendence for Public Access of Court Records which were scheduled to go into effect on May 1st have been delayed until July 1st of this year. These updates will allow public access to court records while the time delay gives the opportunity to set standards to protect personal information contained in those records. You may visit <http://www.supremecourtsohio.gov/LegalResources/Rules/superintendence/Superintendence.pdf> to view the updates.

Rules 44 through 47 speak to the definition of court records, various types of public access, restrictions involved in the public viewing of documents, as well as requesting and obtaining records. Rule 45 (D) addresses the omission of personal identifiers prior to submission of filing a case. This rule states it is the responsibility of the filing party to omit personal identifiers from case information. The Clerk of Courts is not required to review the case document to confirm the omission nor shall the Clerk refuse to accept or file a document on this basis.

This rule does permit the court, however, to provide a separate form for personal information which will not be available to the public. For this reason the Gallia County Courts has developed a "Personal Identifiers" form. Please include all personal information you think is necessary or is available to you when filing any type of case involving 'sensitive' information. Begin using this form *immediately* when filing a new case or new motions on old or pending cases. The form will be placed in sealed envelope designated as non-public and stapled to the inside of the court file. The envelope can only be opened by the Clerk and/or Deputy Clerk to obtain information for the court administration, party and/or attorney of record to the case. The Clerk of Courts' office will not refuse cases for filing because of the contents of personal information or redact private information from case documents after filing.

With your cooperation, we will be able to meet the Court's responsibility to the public when providing open records while protecting the private information of those individuals involved.

I thank you in advance for your cooperation and appreciate any feedback or suggestions you might offer. My email address is clerkofcourts@gallianet.net. Feel free to contact me anytime.

In your service,

Noreen Saunders