

RULE CHANGES – 3/23/06

1.34 PROCEDURE UPON REMAND FOR FURTHER PROCEEDINGS

(Added eff. 3/23/06)

(a) When a reviewing court remands a case for further proceedings, and the mandate has been filed in the Circuit Court, the Circuit Court Clerk shall assign the case a remand status date within 30 days of the mandate being filed. The case shall be set in the courtroom from which the case was appealed.

(b) The Circuit Clerk shall provide ten-day notice of the remand status date by including said notice within the Notice of Reviewing Court Mandate, which Notice is currently provided to parties and attorneys of record by the Circuit Clerk pursuant to Rule.

6.10 **PRIVACY ISSUES** *(Added eff. 3/23/06)*

(a) While numerous specific types of information, including personal identifiers, are properly requested and included in documents necessary for the maintenance of litigation, there is no public need to have access to that private information. Because all documents filed with the Circuit Court Clerk are available to the public, pleadings, attachments to pleadings, discovery, orders, exhibits or other documents filed with the Circuit Court Clerk, with the exception of civil writs of attachment, shall be redacted to protect the privacy rights of everyone concerned.

(b) It is the responsibility of counsel and the parties to be sure that all filed documents comply with these rules. They shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers, from all pleadings, discovery, orders, exhibits or other documents filed with the Circuit Court Clerk, with the exception of civil writs of attachment, unless ordered otherwise by the Court:

(1) *Social Security Number* – if an individual’s social security number must be included in a document, only the last four digits of the number shall be used.

(2) *Names of Minor Children* – if the involvement of a minor child must be mentioned, only the initials of that child’s name shall be used.

(3) *Dates of Birth* – if an individual’s date of birth must be included, only the year shall be used.

(4) *Financial Account Numbers* – if financial account numbers are relevant, only the last four digits of these numbers shall be used.

(c) In addition to the above provisions, persons shall exercise caution when filing documents that contain the following:

- Other identifying numbers, such as drivers’ license numbers.
- Medical records, such as diagnosis and treatment records.
- Employment history information.
- Individual financial information
- Proprietary or trade secret information

36.11 PROBATION AND COURT SERVICES RECORDS

(a) *A Court Order or Grand Jury subpoena is Required to Divulge the Contents of the Case Records of the Department of Probation and Court Services:* The Department of Probation and Court Services must strictly comply with the following paragraph of the Probation and Probation Officers Act. *(Amended eff. 3/23/06)*