

Rule 23. Court records

(A) Reports and records of the Probation Department, including social history and report of a mental or physical examination, shall be considered confidential information and shall not be made public. The inspection of probation records or other internal records by attorneys and other interested parties shall be governed by [Juvenile Rule 32\(C\)](#) and [R.C. 2151.14](#). No person shall be permitted to read the probation records unless proper authorization is given by the jurist.

(B) Official court records of cases involving juveniles shall be open for inspection by the parent(s), guardian(s) or, if deceased, next of kin, or by legal counsel or guardian ad litem of any child affected by any order of any proceeding. Otherwise, such records shall not be available to any person except by order of the jurist or by written consent of the juvenile involved and his/her parent(s), guardian(s) or, if deceased, next of kin, or by legal counsel or guardian ad litem.

(C) Traffic records maintained by the Court are confidential and shall not be made public. Inspection by attorneys or interested parties may be allowed by leave of the Court.

(D) Any individual or entity that is authorized by an order issued pursuant to [R.C. 2151.14\(D\)\(1\)](#) to obtain copies of specified records or specified information related to a particular child may file a written request for copies of the records or information requested which shall explain the need for the records or the information requested and include a copy of the order.

(E) The records of adult cases shall be public record as provided by law.

(F) No person, except a jurist or his/her representative, shall remove any documents or case files from the custody of the Clerk of Court.

(G) Upon request, the Clerk of Court shall allow a party, or attorney of record representing the party, to examine, but not remove, any original document or case file that is maintained by his/her office. Examination shall be allowed during regular business hours.

(H) Upon request and the payment of a photocopy fee, the Clerk of Court shall provide copies of an original document, except official transcripts, maintained by his/her office. Copies shall be provided during regular business hours within a reasonable period of time as determined by the Clerk of Court. Photocopy fees may be waived for guardians ad litem and assigned counsel. A reasonable period of time shall be based upon the extent of the request and availability of the legal file. Efforts will be made to provide copies within a 24-hour response time.

The records of adult cases shall be public record as provided by law.