3-05/025.00 - Court Documents/Files

Court documents and files are the responsibility of the courtroom clerk. They are in the custody of the clerk and shall not be removed without the clerk's knowledge and permission. Bailiffs shall not remove any document from a court file without instructions from the judge or clerk. At no time shall an attorney be allowed to remove a file from the courtroom. A bailiff wishing to review a file for security purposes shall notify the clerk. Information contained in the file shall not be given to anyone in the audience by a bailiff.