

**IN THE CIRCUIT COURT, FOURTH JUDICIAL  
CIRCUIT, IN AND FOR CLAY COUNTY, FLORIDA**

\_\_(do not include Name if Sealed)\_\_\_\_\_

**CASE NO:  
DIVISION:**

v.

\_\_(do not include Name if Sealed)\_\_\_\_/

**ORDER GRANTING / DENYING MOTION TO DETERMINE  
CONFIDENTIALITY OF COURT RECORDS PURSUANT TO  
FLORIDA RULES OF JUDICIAL ADMINISTRATION 2.420(c)(9)**

**THIS MATTER** is before the Court on the Motion to Determine Confidentiality of Court Records filed by \_\_\_\_\_ (insert Movant's name) pursuant to Rule 2.420(c)(9), Florida Rule of Judicial Administration. The Movant seeks an order sealing the following information relative to this case (*select all that apply*):

- \_\_\_\_\_ a. the party's name on the progress docket.
- \_\_\_\_\_ b. particular documents within the court file, specifically \_\_\_\_\_.
- \_\_\_\_\_ c. the entire court file (but NOT the progress docket).
- \_\_\_\_\_ d. the entire court file AND the progress docket.

This Motion WAS ( ) WAS NOT ( ) contested and a hearing WAS ( ) WAS NOT ( ) conducted (*if conducted, include the date of the hearing*) on \_\_\_\_\_.

***IF THE ORDER IS DENIED, USE THIS PARAGRAPH:***

Having considered the arguments of the parties, the legal authority, and otherwise being fully advised, the Court **DENIES** the Motion because the Movant has failed to establish that confidentiality of the information sought to be sealed is necessary to protect any interest under Rule 2.420(c).

**OR - - IF THE ORDER IS GRANTED, USE THE FOLLOWING:**

The Court **GRANTS** the Motion and makes the following findings:

1. Confidentiality of the (insert the information sought to be sealed) is required to protect the following interest(s) *(select all that apply)*:
  - \_\_\_\_\_ a. Preventing a serious and imminent threat to the fair, impartial, and orderly administration of justice, specifically \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_ b. A trade secret
  - \_\_\_\_\_ c. A compelling government interest, specifically \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_ d. Obtaining evidence to determine the legal issues in a case
  - \_\_\_\_\_ e. Avoiding substantial injury to innocent third parties, specifically \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_ f. Avoiding substantial injury to a party by the disclosure of matters protected by a common law or privacy right not generally inherent in this type of proceeding sought to be closed, specifically \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_\_\_ g. Complying with established public policy set forth in the Florida or United States Constitution or statutes or Florida rules or case law, specifically \_\_\_\_\_  
\_\_\_\_\_
  
2. The Court further finds that no less restrictive measures are available to protect this/these interest(s), and that the degree, duration and manner of confidentiality ordered herein are no broader than necessary to protect the interest(s).

**WHEREFORE**, it is hereby **ORDERED** that:

1. That the Clerk of the Circuit Court is hereby directed to seal within ten (10) days of this Order and upon payment of the Clerk's service charges, the following confidential materials

related to this matter and to keep such materials from public access *(select all that apply)*:

- \_\_\_\_\_ a. The Party's Name on the Progress Docket. On the public progress docket, the Clerk of the Circuit Court shall substitute the following for the party's name: \_\_\_\_\_. Further, the Clerk shall ensure that the party's name is redacted from all public materials in the file and that the final judgment is recorded in a manner that does not reveal the identity of the party. However, the progress docket and the file shall otherwise remain available to the public.
  
- \_\_\_\_\_ b. The Following Documents Within the Court File: \_\_\_\_\_  
 \_\_\_\_\_  
 However, the file and progress docket shall otherwise remain available to the public, subject to any substitution of a party's name set forth above.
  
- \_\_\_\_\_ c. The Entire Court File (but NOT the Progress Docket). However, the progress docket shall remain open to the public subject to any substitution of a party's name set forth above.
  
- \_\_\_\_\_ d. The Entire Court File AND the Progress Docket. The progress docket shall not be available on any public information system. However, the Case Number shall remain public.

2. It is further **ORDERED** that any materials sealed pursuant to this Order shall be conditionally disclosed upon the entry of a further order by this Court, finding that such opening is necessary for purposes of judicial or governmental accountability or First Amendment rights.

3. It is further **ORDERED** that any materials sealed pursuant to this Order may be disclosed and viewed only by the following individuals listed below (check all that apply):

- \_\_\_\_\_ a. any Judge of the Fourth Judicial Circuit for case-related reasons;
- \_\_\_\_\_ b. the Administrative Judge of the Division the case is in;
- \_\_\_\_\_ c. the Chief Judge of the Fourth Judicial Circuit or his designee;
- \_\_\_\_\_ d. all adult parties in this case and their attorneys of record; or
- \_\_\_\_\_ e. the attorneys of record and Judge assigned to the case
- \_\_\_\_\_ f. the Clerk's Office, strictly for case-related, filing purposes
- \_\_\_\_\_ g. Other(s): \_\_\_\_\_
- \_\_\_\_\_ h. Only by further Order of this Court

4. It is further **ORDERED** that the Clerk is hereby authorized to temporarily unseal any

materials sealed pursuant to this Order for the purpose of filing, microfilming or imaging files, or transmitting a record to an appellate tribunal. The materials shall be resealed immediately upon completion of the filing.

5. Regarding publication and posting of this Order in accordance with Rule 2.420:

\_\_\_\_\_ a. If this is a civil case, the Clerk shall post this Order within 10 days of this Order and upon payment of the Clerk's service charge, on the Clerk's Website and in a prominent location of the County Courthouse (in areas designated by the Amended Administrative Order 2006-05) for no less than 30 days.

\_\_\_\_\_ b. If this is a criminal case, this Order shall not be posted, as specifically prohibited by Rule 2.420.

\_\_\_\_\_ c. If this is a criminal case, this Order may be posted as permissible by Rule 2.420, but only if specifically directed by this Court, whereby, such posting will be within 10 days of this Order and upon payment of the Clerk's service charge, on the Clerk's Website and in a prominent location of the County Courthouse (in areas designated by the Amended Administrative Order 2006-05) for no less than 30 days.

**DONE AND ORDERED** in Chambers, at (*Courthouse Location*), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_/s/  
Judge -

cc.