

## PART ELEVEN ACCESS TO JUDICIAL RECORDS

### **Rule 11:1. Scope.**

(a) Public access to records of the Virginia Judiciary, including records of judicial officers, is governed by this Part Eleven. The purpose of this Part Eleven is to provide the public with reasonable access to records of the judicial branch of government. At the same time, in order to protect privacy, confidentiality, the administration of justice, and the best interests of the Commonwealth, public access to some judicial records may be restricted in accordance with this Part Eleven or other provisions of law. In addition, this Part Eleven is intended to provide direction to judicial officers and court personnel in responding to public records requests.

(b) This Part ~~shall apply~~ applies to records of judicial officers and administrative records. This Part ~~shall~~ does not apply to case records, including the records maintained by the clerks of the courts of record, as defined in Virginia Code § 1-212, and courts not of record, as defined in Virginia Code § 16.1-69.5. Such records are open to inspection as provided for in Titles 16.1 and 17.1 of the Code of Virginia, subject to any prohibitions or restrictions of any applicable law or court order.

(c) The provisions of this Part Eleven ~~shall~~ apply regardless of where and in what format the record is created or maintained.

### **Rule 11:2. Definitions.**

As used in this Part Eleven:

(a) "Administrative record" means any document, information, data, or other item created, collected, received, or maintained by the Virginia Judiciary pertaining to the administration of the judicial branch of government and not associated with any particular case.

(b) "Case record" means any document, information, data, or other item created, collected, received, or maintained by clerks of court in connection with a particular case, including the

information and records in a case management system, or online case information system, maintained by the Office of the Executive Secretary of the Supreme Court of Virginia.

(c) "Court personnel," for purposes of these Rules, means all persons employed by (i) the Office of the Executive Secretary of the Supreme Court of Virginia; (ii) a court of record, as defined in Virginia Code § 1-212, except for the clerks of those courts and their employees; (iii) a court not of record, as defined in Virginia Code § 16.1-69.5, except for the clerks of those courts and their employees; and (iv) all other persons working under the supervision of any judicial officer, judge or justice of any Virginia court.

(d) "Judicial officer" means any justice, judge, or magistrate, including active, retired and senior justices and judges of any court of record, as defined in Va. Code § 1-212, and any court not of record, as defined in Va. Code § 16.1-69.5, substitute judges appointed pursuant to Va. Code § 16.1-69.9:1, special justices appointed pursuant to Va. Code § 37.2-803, judges pro tempore authorized under Va. Code § 17.1-109, Commissioners in Chancery appointed pursuant to Va. Code § 8.01-607, and Commissioners of Accounts appointed pursuant to Va. Code § 64.2-1200.

(e) "Sealed" means access to the record is restricted to the judge, court personnel as required to perform their official duties, and persons authorized by law or written order of the court.

(f) "Virginia Judiciary" includes all judicial officers, the Office of the Executive Secretary of the Supreme Court of Virginia, all district courts, all circuit courts, the Court of Appeals of Virginia, the Supreme Court of Virginia, the State Law Library, the Judicial Conference of Virginia, the Judicial Conference of Virginia for District Courts, the Judicial Council, the Committee on District Courts, and all work groups, advisory committees, commissions and any other committees or subcommittees of any of these entities. For purposes of these Rules, "Virginia Judiciary" ~~shall~~ does not include the clerks of the courts of record, as defined in Virginia Code § 1-212, and clerks of the courts not of record, as defined in Virginia Code § 16.1-69.5.

**Rule 11:3. Records of Judicial Officers.**

(a) In order to protect the administration of justice, the deliberative process, and the privacy and safety interests of judicial officers, court personnel, jurors, and the public, records of judicial officers are not publicly accessible.

(b) Records of judicial officers include, but are not limited to (i) memoranda, notes, or drafts prepared by or under the direction of any judicial officer that relate to the adjudication, resolution, or disposition of any past, present, or future case, controversy, or legal issue; (ii) legal research and analysis prepared or circulated by judicial officers or court personnel; (iii) written communications or discussions relating to procedural, administrative, or legal issues that have or may come before any judicial officer; (iv) information entered into and maintained in an electronic system used to create and issue judicial process; (v) subject to applicable state and federal laws and policies, personnel information concerning identifiable individuals; (vi) telephone numbers, telephone records and email addresses for justices and judges; (vii) documents or information that would compromise the safety of judicial officers, court personnel, jurors, or the public, or jeopardize the integrity of judicial facilities or any information technology or recordkeeping systems; (viii) communications among court personnel and judicial officers, and communications among judicial officers; (ix) legal documents created or received by magistrates that have not been filed with the appropriate clerk of court; and (x) records, documents, information, data or other items that are sealed, confidential, privileged, or otherwise protected by federal or state law, common law, court rule, or court order.

**Rule 11:4. Records of the Office of the Executive Secretary.**

(a) Except as otherwise provided by law or by this Part Eleven, administrative records maintained by the Office of the Executive Secretary of the Supreme Court of Virginia ~~shall be~~ are publicly accessible. Copies of administrative records may be requested as provided in Rule 11:5, and may include: (i) financial records, including but not limited to travel expense vouchers, purchase orders, and records of payments to court-appointed attorneys, guardians *ad litem*, and experts; (ii) statistical information derived from the aggregation of a subset of individual case records; (iii) policies other than those determined to be confidential pursuant to subsection (b)(ii)

of this Rule; and (iv) court forms. Such records are to be provided in a format approved by the Executive Secretary.

(b) In order to protect the administration of justice, the deliberative process, and the privacy and safety interests of judicial officers, court personnel, jurors, and the public, the following administrative records maintained by the Office of the Executive Secretary ~~shall~~are not ~~be~~ publicly accessible: (i) legal research, analysis and work product of any attorney, law clerk, or intern working for any person or entity within the Virginia Judiciary; (ii) records or information collected, notes, correspondence, memoranda, drafts, and work product generated in the process of developing policies or providing guidance relating to the operation of the Virginia Judiciary, and all policies determined to be confidential by the Executive Secretary in consultation with the Chief Justice of the Supreme Court of Virginia; (iii) preliminary and draft versions of reports, documents, records, evaluations, investigations, and audits or compliance reviews, including materials prepared by a consultant; (iv) written communications among court personnel, including those maintained either in the Office of the Executive Secretary, or in chambers or offices of judicial officers; (v) subject to applicable state and federal laws and policies, personnel information concerning identifiable individuals; (vi) telephone numbers, telephone records or email addresses for justices and judges; (vii) infrastructure records that expose vulnerability in security of critical systems, including building security, personnel, recordkeeping, information technology, communication, electrical, fire suppression, ventilation, water, wastewater, sewage, and gas systems; (viii) training materials, test questions, scoring keys, examination data, and other materials used for employment or certification purposes; (ix) test scores of a person if the person is identified by name and has not consented to the release of his or her scores; (x) information created or maintained by or on the behalf of the judicial performance evaluation program related to an evaluation of any individual justice or judge made confidential by § 17.1-100; (xi) records, documents, information, data, or other items that are sealed, confidential, privileged, or otherwise protected from disclosure by federal or state law, common law, court rule, or order.

**Rule 11:5. Procedure for Public Access to Records of the Office of the Executive Secretary.**

(a) All requests for publicly accessible records maintained by the Office of the Executive Secretary of the Supreme Court of Virginia ~~shall~~must be in writing and ~~shall~~must describe with reasonable specificity the record(s) requested. All requests ~~shall~~must be addressed to: Office of the Executive Secretary, Attn. Director of Legislative and Public Relations, 100 N. 9th Street, Richmond, VA 23219. The Office of the Executive Secretary may require the requester to provide his or her name and legal address. The Office of the Executive Secretary ~~shall~~will respond, pursuant to this Rule, within five working days of receiving a written request.

(b) The Office of the Executive Secretary ~~shall~~will notify the requester if the requested records cannot be found or do not exist. If the Office of the Executive Secretary does not have custody or control of the record(s) requested, the requester ~~shall~~will be notified and furnished the name and contact information of the person or entity having custody of the records, if known. The Office of the Executive Secretary ~~shall~~is not ~~be~~ required to compile information or create a record if one does not exist.

(c) The Office of the Executive Secretary may assess reasonable charges not to exceed its actual costs incurred in accessing, duplicating, supplying, reviewing or searching for the requested records. All charges for the supplying of requested records ~~shall~~will be estimated in advance upon the request of the requester. Any charges ~~shall~~will be assessed at the hourly rate of the person(s) engaged in any work necessary to respond to a request for records, even if no records are found. If the Office of the Executive Secretary determines in advance that charges for producing the requested records are likely to exceed \$200, it may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. Such deposit ~~shall~~will be credited toward the final cost of supplying the requested records. If the final charge exceeds the amount of the deposit, the difference ~~shall~~will be charged to the requester, and if the final charge is less than the amount of the deposit, the difference ~~shall~~will be refunded to the requester.

(d) A response denying, in whole or in part, production of the requested records, ~~shall~~will be in writing and ~~shall~~will include a statement of the specific reason for withholding of the records.

(e) If it is not practically possible to provide the requested records or to determine whether they are available within the five-working-day period, the response ~~shall~~will specify the conditions that make a response impossible. The Office of the Executive Secretary ~~shall~~will have an additional seven working days in which to provide a response.

**Rule 11:6. Access to Records of Other Entities of the Virginia Judiciary.**

(a) Except as otherwise provided by law or court order, records that have been submitted to or approved by the Committee on District Courts, the Judicial Conference of Virginia for District Courts, the Judicial Council, and the Judicial Conference of Virginia, ~~shall be~~are publicly accessible, with the exception of records related to matters discussed in closed sessions. All other records of these judicial policy-making bodies ~~shall be~~are governed by Rule 11:6(b).

(b) Except as otherwise provided under these Rules, records of all work groups, conferences, advisory committees, and commissions established or chaired by the Chief Justice or the Executive Secretary ~~shall~~are not ~~be~~ publicly accessible absent a contrary determination by the Chief Justice.

(c) The Chief Justice may authorize the public release of any final report or recommendations submitted to the Supreme Court by any work group, conference, advisory committee, commission, or judicial policy-making body described in subsections (a) and (b) of this Rule 11:6.

**Rule 11:7. Reconsideration of Denial of Public Access to Records of the Office of the Executive Secretary.**

(a) A request for reconsideration of a decision denying public access to a record maintained by the Office of the Executive Secretary of the Supreme Court of Virginia may be made to the Executive Secretary of the Supreme Court of Virginia. Such request ~~shall~~must be made in the form of a detailed letter, within 30 days from the date of the letter denying access. Failure to submit a request for reconsideration on or before the 30-day deadline ~~shall~~will result in denial of the request for reconsideration.

(b) If the Executive Secretary sustains the decision denying public access, a request for reconsideration may be made to the Chief Justice for three Justices of the Supreme Court of Virginia to review the matter. The request ~~shall~~must be made in the form of a letter to the Clerk of the Supreme Court of Virginia, within 10 days from the date of the Executive Secretary's letter denying access. Failure to submit a request for reconsideration on or before the 10-day deadline ~~shall~~will result in denial of the request for reconsideration.

**Rule 11:8. Reconsideration of Denial of Public Access to Records of Judicial Officers or Other Entities of the Virginia Judiciary.**

A request for reconsideration of a decision denying public access to a record of a judicial officer or other entities of the Virginia Judiciary may be made to the Chief Justice for three Justices of the Supreme Court of Virginia to review the matter. Such request ~~shall~~must be made in the form of a letter to the Clerk of the Supreme Court of Virginia, within 30 days from the date of the letter denying access. Failure to submit a request for reconsideration on or before the 30-day deadline ~~shall~~will result in denial of the request for reconsideration.

**Last amended by Order dated November 9, 2021; effective immediately.**