

Court of Appeals

STATE OF COLORADO
2 EAST FOURTEENTH AVENUE, SUITE
300
DENVER, COLORADO 80203
(303) 861-1111

PUBLIC RECORD ACCESS POLICIES

The public may inspect and obtain a copy of information in a Colorado Court of Appeals file or the record on appeal, including ICON case information. However, certain information in court records is not accessible to the public pursuant to federal law, state law, court rule, court order, or case law.

ACCESS PROCEDURES:

Any request for access to a file made by someone other than a party of record or counsel of record should be made in writing on the Court's request form. If the request is for a single or limited number of documents that are reviewable public records and that do not require redaction, inspection may be allowed by the clerk's office at the time the request is submitted. Requests for copies or records requiring redaction services must include payment of the estimated fees at the time the request is made. If the request is for a substantial portion of any record or file, the clerk's office staff shall indicate when the record will be made available for inspection. For records that are on-site, inspection should be made available within 3 business days. For records that are archived, inspection should be made available within 30 days.

Fees:

\$.75 per page for copies
or ICON register of
actions;
\$20.00 per hour for
extensive research or
redacting files.

Requests for compiled data as defined in the attachment to CJD 05-01 shall be handled by the clerk of the court pursuant to the directive and its attachment.

Court records in the following case types are not accessible to the public, unless the court orders otherwise:

- | | | | |
|----|----------------------------|----|---|
| A. | Relinquishment cases | I. | Expunged cases |
| B. | Juvenile Delinquency cases | J. | Sealed cases |
| C. | Mental Health cases | K. | Individually sealed documents |
| D. | Judicial Bypass cases | L. | Domestic Relations cases (except
the redacted Decree of
Dissolution and/or
Separation Agreement) |
| E. | Dependency & Neglect cases | | |
| F. | Adoption cases | | |
| G. | Paternity cases | | |
| H. | Truancy cases | | |

The following documents or information which may be in a court record are not accessible to the public, unless the court orders otherwise:

- | | | | |
|----|---|----|--|
| A. | Deposited wills | L. | Individual scholastic
achievement data |
| B. | Genetic testing information | M. | Probation ICON/Eclipse files |
| C. | Drug/Alcohol treatment
information, evaluations and
reports | N. | Draft opinions, notes or internal
memos |
| D. | Paternity tests | O. | Files/fields/codes re: the court's
deliberative process |
| E. | HIV/AIDS test information | P. | Dangerous materials, exhibits or
contraband |
| F. | Driver history | Q. | Drugs |
| G. | Juror questionnaires | R. | Items whose possession is illegal |
| H. | Criminal history | S. | Pre-sentence reports |
| I. | Credit reports | T. | Custody investigation reports |
| J. | Medical/mental health
information | U. | Child abuse investigation reports |
| K. | Psychological/intelligence test
information | | |

Requests for access to pleadings or documents that contain the following information will be provided only after the information is redacted.

- A. Documents containing victim identifying information in sexual assault cases
- B. Data restricted by court order in specific cases
- C. Social Security numbers
- D. Driver License numbers
- E. Personal identification numbers (e.g., passport, student ID, state ID, etc.)
- F. Financial account numbers (except when only the last few digits of an account number are used to identify an account)