

**Rule 9. Impounded and Sealed Materials.**

Certain records are designated in the circuit court as “impounded” or “sealed”. An impounded record is available to the court, the parties, and their attorneys of record and not to the public. A sealed record is only available to the court or, if permitted by court order, to a particular party and that party’s attorneys of record. Pursuant to Supreme Court Rule 371, any material filed in the circuit court impounded or under seal shall remain so when filed with this court. If a party desires access to a sealed record, the party must file a motion requesting that access be granted to certain persons or entities.

If a party wishes to impound or seal material in this court that was not impounded or sealed in the circuit court, the party must file a motion to impound or seal the material. The material will not be impounded or sealed unless and until this court enters an order impounding or sealing the material.

The clerk shall impound the dockets for all juvenile criminal and juvenile child protection cases.

Subject to restrictions in the Supreme Court Rules, an impoundment or sealing does not restrict the ability of the court to cite impounded or sealed material if necessary to explain its disposition on the merits.