

## **Rule 8. Case and Document Accessibility**

(a) All cases and documents are presumed to be accessible by the court and the clerk. Clerks shall limit access to case information and documents that are not identified as public to the clerk and/or limited supervisory staff through the use of access codes restricting access. Access to court records and documents remotely over the Internet shall be as authorized by the Illinois Supreme Court Remote Access Policy.

(b) Unless otherwise specified by Rule, statute or order of court, access to case information and documents maintained by the clerk are defined as follows:

(1) “Public” means a document or case that is accessible by any person upon request.

(2) “Impounded” means a document or case that is accessible only to the parties of record on a case; otherwise, the document or case is only accessible upon order of court.

(3) “Confidential” means a document or case that is accessible only to the party submitting the document or filing the case; otherwise, the document or case is only accessible upon order of court.

(4) “Sealed” means a document or case that is accessible only upon order of court.

(5) “Expunged” means a document or case that is accessible only upon order of court as provided in section 5.2(E) of the Criminal Identification Act (20 ILCS 2630/5.2(E)).

(c) Notwithstanding the above, the court may enter an order restricting access to any case or document per order of court.

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