

**IN THE THIRTEENTH JUDICIAL CIRCUIT  
HILLSBOROUGH COUNTY, FLORIDA**

**ADMINISTRATIVE ORDER S-2014-006**

**UNSEALING SEALED TRIAL COURT RECORDS  
FOR PURPOSES OF APPELLATE COURT RECORDS  
PREPARATION & CONVERSION TO ELECTRONIC FORMAT**

To implement electronic submission of appellate records, the Second District Court of Appeal requires that confidential and sealed trial court records be submitted in a PDF document separate from any other portion of the record also being electronically filed. See §3(c) of Second District Court of Appeal Administrative Order 2013-4, August 26, 2013. To prepare the appellate record for any trial court case containing a sealed or confidential document, the trial clerk must be authorized to unseal these records.

In addition to preparing appellate records, the clerk of the circuit court also needs authorization to unseal court records for the conversion of paper court files to an electronic format.

By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2), it is therefore **ORDERED**:

**1. Transmitting Appellate Record**

The Clerk of the Circuit Court (“clerk”) is hereby authorized to unseal any sealed paper documents, electronic court files, or documents sealed by operation of law or court order for the purpose of making a copy of the files or documents for transmission to any appellate court. The clerk must reseal any unsealed court files or documents immediately upon completion of copying. The clerk employee delegated the task of unsealing, copying, and then resealing court files or documents will annotate the date and time of the unsealing and place her or his initials on the annotation.

**2. Conversion of Court Records to an Electronic Format**

The clerk is hereby authorized to unseal any sealed paper court files or envelopes which are sealed by operation of law or court order for the purpose of converting the paper court files or contents of the envelopes to an electronic format. The clerk must reseal any unsealed court files and documents immediately upon completion of the conversion. The clerk employee delegated the task of

unsealing the paper court files or envelopes and converting them into an electronic format will annotate the date and time of the unsealing and place his or her initials on the annotation. Access to electronic court files and documents will follow the same security protocol as established for access to paper court files and paper documents.

**3. Unsealed Documents to Remain Confidential**

Any sealed document which is unsealed by a clerk to perform the functions authorized in sections one and two of this administrative order remains confidential and sealed to the public.

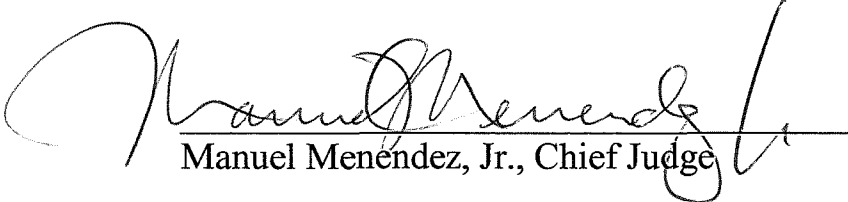
**4. Previous Administrative Order Superseded**

This administrative order supersedes Administrative Order S-1980-005 (*Microfilming Sealed Documents*).

**5. Effective Date**

This administrative order is effective immediately.

It is ORDERED in Tampa, Hillsborough County, Florida, on this 21<sup>ST</sup> day of January, 2014.

  
Manuel Menéndez, Jr., Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court  
Copy to: Mark Ware, Chief Deputy Clerk