

LOCAL RULE 38

ORIGINAL RECORDS

- 38.1 The clerk shall file and preserve in the Clerk's Office all papers delivered to the clerk for that purpose.
- 38.2 Original papers, transcripts or depositions shall not be taken from the Clerk's Office except by an officer of the Court.
- 38.3 The clerk shall, upon request, furnish extra copies of pleadings or other papers upon the payment of the usual fee or other cost, if no fee is fixed by law. No person shall be permitted to copy a transcript without the written permission of the Judge.
- 38.4 Except as provided for in Sup. R. 26(D)(2)(d) and the retention schedule of the Records Commission, no records of any kind may be destroyed by the clerk without prior and proper notification as provided for in Sup. R. 26(E). In addition, notification shall be provided to the Judge who heard the case, and the Court Administration Office.
- 38.5 Following proper notification, according to Sup. R. 26 and division (D) of this rule, the clerk will cause the destruction of records. The proper form of destruction shall be approved, *via* entry, by the Judge or Administrative Judge. The clerk shall not deliver any records back to the Judge or the Court administration office for destruction.