

## Rule 5003-3

### COURT PAPERS -- REMOVAL OF

(a) ***Paper Files May Be Reviewed in the Clerk's Office.*** Any person may review in the Clerk's office Court files maintained in paper form or other papers or records in the possession of the Clerk.

(b) ***Clerk's Permission Required to Remove Files.*** Paper files may be removed from the Clerk's office only in emergency situations or as needed in connection with a related criminal or civil court proceeding upon written permission by the Clerk that shall specify the time within which files shall be returned.

(c) ***Court Permission Required to Make Entry or Corrections to Paper Files.*** No person shall insert or delete, tamper or deface, make any entry or correction by interlineation or otherwise, in, from or upon any file or other record of the Court unless expressly permitted or ordered to do so by the Court. No person other than the Clerk or authorized deputies or an official copy service shall unfasten any paper in any Court file.

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#### *Notes of Advisory Committee*

##### ***2015 Amendment***

This amendment is stylistic and effective July 1, 2015.

##### ***2004 Amendment***

This rule was formerly Local Rule 5003-2.

##### ***1997 Amendment***

This amendment conforms the existing Local Rules to the uniform numbering system prescribed by the Judicial Conference of the United States and to the model system suggested and approved by the Advisory Committee on Bankruptcy Rules of the Judicial Conference's Committee on Rules of Practice and Procedure. In renumbering the Local Rules to conform to the uniform numbering system, no change in substance is intended. This amendment was effective on April 15, 1997.

This rule was formerly Local Rule 1.10. The Advisory Committee Notes to the superseded rules may be helpful in interpreting and applying the current rules.

*1995 Amendment*

The amendment to Local Rule 1.10(b) makes this rule consistent with actual practice. These amendments were effective on February 15, 1995.