

Confidential Document Checklist **Civil/Family Law and Orphans' Court**

Certain documents contain a great deal of sensitive or confidential information. The Court calls these Confidential Documents. Confidential Documents must be protected by taking the following steps.

STEP ONE: Check to see if you are filing any of the following Confidential Documents.

1. Financial Source Documents
2. Minors' educational records
3. Medical/Psychological records
4. Child and Youth Services' records
5. Marital Property Inventory and Pre-Trial Statement as provided by Pa. R.C.P. 1920.33
6. Income and Expense Statement as provided in Pa. R.C.P. 1910.27(c)
7. Agreements between parties as used in 23 Pa. C.S.A. §3105

STEP TWO: If you **ARE NOT** filing a Confidential Document, use the separate **Confidential Information Checklist** to make sure you are protecting any confidential information that may be in your pleading.

STEP THREE: If you **ARE** filing a Confidential Document, you must complete a cover sheet called a **Confidential Document Form (CDF)** and **attach it** to the Confidential Document you will be filing. While most documents filed with the Prothonotary can be viewed by the public, the CDF protects your Confidential Document from public view.

STEP FOUR: Once you have completed and attached the CDF to your Confidential Document, you must sign a **Certificate of Compliance**, which states: "I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents."

STEP FIVE: File your Confidential Document with the CDF and Certificate of Compliance with the appropriate office.

PLEASE NOTE: **Pro se parties and attorneys are responsible for identifying and protecting Confidential Documents** Failure to comply with these protections does not affect pending litigation. However, upon its own motion or a motion by another party, the court may impose appropriate sanctions for failing to comply.