

**THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
ORPHANS' COURT DIVISION**

ADMINISTRATIVE DOCKET No. 01 of 2017

In re: Amendment to Phila. O.C. Rule 4.7A

ORDER

AND NOW, this 4th day of December, 2017, it is hereby ORDERED that Philadelphia Orphans' Court Rule 4.7A is amended as attached, effective January 6, 2018.

This Administrative Order is issued in accordance with the April 11, 1986 order of the Supreme Court of Pennsylvania, Eastern District, No. 55 Judicial Administration, Docket No. 1. In light of the subject matter of the rule, consistent with Pa.R.J.A. 103(d), the proposed local rule was submitted to the Supreme Court of Pennsylvania Orphans' Court Rules Committee for review. Written notification has been received from the Rules Committee certifying that the proposed local rule is not inconsistent with any general rule of the Supreme Court. This Administrative Order and the attached local rule shall be filed with the Clerk of the Orphans' Court, and with the Office of Judicial Records (formerly the *Prothonotary, Clerk of Courts and Clerk of Quarter Sessions*) in a docket maintained for Administrative Orders issued by the First Judicial District of Pennsylvania. As required by Pa.R.J.A. 103(d)(5)(ii), two certified copies of this Administrative Order and the attached local rule and an electronic copy on a computer disk shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*. One certified copy of this Administrative Order and local rule shall be filed with the Administrative Office of Pennsylvania Courts, shall be published on the website of the First Judicial District at www.courts.phila.gov, and shall be incorporated in the compiled set of local rules no later than 30 days following publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order and local rule shall also be published in *The Legal Intelligencer* and will be submitted to *American Lawyer Media*, *Jenkins Memorial Law Library*, and the Law Library for the First Judicial District.

BY THE COURT:

/s/ Matthew D. Carrafiello

HON. MATTHEW D. CARRAFIELLO
Administrative Judge, Orphans' Court Division
Court of Common Pleas, Philadelphia Country

Amendment to Phila. O.C. Rule 4.7A.

Note: Deletions in ~~strikeout text~~; additions are **bolded and underlined**

Rule 4.7A. Electronic Filing and Service of Legal Papers.

(4) Redaction and Access.

~~(a) All legal papers and exhibits filed electronically shall be available electronically to the filing parties, as the Court may provide from time to time. The Clerk shall maintain computer terminals in the Clerk's office for this purpose.~~

~~(b) The Clerk shall provide public access to a redacted copy of electronically filed legal papers and exhibits, as the Court may provide from time to time. The Clerk shall maintain computer terminals in the Clerk's office for this purpose.~~

~~(c) The Clerk shall redact the following personal data identifiers from an electronically filed legal papers, including the Cover Sheet but excluding exhibits, for public access:~~

~~(i) The name of the minor in minors' estates.~~

~~(ii) Social Security numbers.~~

~~(iii) Dates of birth.~~

~~(iv) Financial account numbers.~~

~~(v) Home addresses.~~

~~(d) A filing party shall redact the personal data identifiers listed in subsection (c) from all exhibits to a legal paper. The Clerk shall not review exhibits to determine whether personal data identifiers have been redacted.~~

(4) Confidential Information. Confidential Documents

(a) When a filing (including exhibits) contains any of the confidential information listed in Section 7 of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* (“UJS Case Records Policy”), the filer shall file a *Redacted Version* and an *Unredacted Version* of the filing as provided in Phila.R.J.A. No. *401.

(b) The confidential documents listed in Section 8.0 A of the UJS Case Records Policy shall be filed with a *Confidential Document Form*, as provided in Phila.R.J.A. No. *401.

(c) The Clerk shall provide public access to the *Redacted Version* of the document in accordance with Sections 9 and 10 of the UJS Case Records Policy and Phila.R.J.A. No. *401.

(d) The Parties and their attorneys shall be solely responsible for complying with the provisions of the UJS Case Records Policy and Phila.R.J.A. No. *401.

Note: Amendments are effective January 6, 2018.