

## Public Requests for Viewing and Obtaining Copies of Court Filed Exhibits

Date issued: March 1, 2018

Replaces issue dated: November 1, 2013; September, 2017

Responsibility: Criminal Division

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The following guidelines should be followed upon receipt of a request to view or obtain copies of exhibits filed in the Criminal Division:

1. Exhibits will be made available for viewing within a reasonable timeframe after they have been deposited with court administration at the conclusion of a trial. Exhibits can be viewed or copied before the end of trial only if the requester has a signed order from the trial judge authorizing viewing and/or copying of exhibits. The exhibit(s) will be reproduced as best as possible, and based on the quality of the document(s) or image(s) submitted.
2. Arrangements to view or obtain copies of exhibits must be scheduled through District Court. All media requests must be referred to the Hennepin County District Court Public Affairs Communications Specialist.
3. Requests should be made to the specific division where the exhibits were filed.
4. No sealed exhibits will be available for viewing at any time without a court order specifically stating that the exhibits may be unsealed for purpose of viewing and/or copying.
5. If upon retrieval of requested exhibit(s), it comes to the clerk's attention that the exhibit(s) contain information or images requiring additional authorization for public access, the clerk will forward the request to the trial judge for guidance.
6. A judicial order must be provided for any requests to video tape exhibits, take pictures of exhibits, or obtain copies of a recording (including video, DVD, and audio recordings). The order shall indicate that the Court Administrator will refer the recording duplication out through an approved Hennepin County District Court duplication services vendor. Requesting parties are responsible for all costs.