



Minnesota Judicial Branch Policy

Policy Source:	Minnesota Judicial Council
Policy Number:	303
Category:	Human Resources
Title:	Employee Confidentiality
Effective Date:	November 18, 2005; May 15, 2016
Revision Date(s):	March 17, 2016
Supercedes:	

Employee Confidentiality

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch that court employees may disclose to any person any recorded information that is collected, created, received, maintained, or disseminated by the court or its various boards, departments, and offices where:

1. Disclosure of the information is required or permitted by the Rules of Public Access to Records of the Judicial Branch or by any applicable statutes or other applicable court rules, with the exception of inappropriate public discussion of Judicial Branch case information or records that employees have access to as a result of their position with the courts. Examples of inappropriate discussion of court business or court customers include but are not limited to:
 - Publicly speculating about the outcome of cases or conduct of parties
 - Disclosing private or confidential data as defined by The Rules of Public Access to Records of the Judicial Branch
 - Inappropriate public discussion of Judicial Branch case information or records that employees have access to as a result of their position with the courts;
2. Disclosure is to the Court; or
3. Disclosure is reasonably necessary for the performance of the employee's duties.

Discussions between a judge, justice, and court staff regarding the adjudication of an individual case or proceeding, including delineation of issues, status of research and preliminary views shall not be disclosed to any person unless: (1) authorized by the judge, or (2) authorized by the Chief Judge or the court. This limitation shall not apply to administrative issues regarding the scheduling or processing of a case unless the judge or court specifically established restrictive guidelines, which are communicated to the employee(s).

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the chief judges of the respective judicial districts and appellate courts.

II. EXECUTIVE LIMITATIONS

Not applicable.