



FILED

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O-01-003

In the County Courts at Law of Hays County, Texas

**ADMINISTRATIVE ORDER REGARDING SEALING OF NONDISCLOSURE
PROCEEDINGS**

To ensure the effective implementation of nondisclosure orders and to preserve the intent of the applicable statutes, the County Courts at Law of Hays County adopt the following procedures that shall apply in all civil nondisclosure proceedings in the Courts. The Courts recognize that the purpose of an order of nondisclosure under Texas Government Code, Chapter 411, is to protect individuals from the harmful dissemination of certain criminal history information. The Courts further find that leaving a separate civil case file related to a nondisclosure petition unsecured and publicly accessible undermines that purpose by revealing the existence of a criminal case that has been sealed.

THEREFORE, IT IS HEREBY ORDERED THAT:

1. Sealing of Civil Nondisclosure Files.

Upon a Court's granting of a petition for nondisclosure, the Clerk of the Court shall seal not only the records of the underlying criminal case but also the civil nondisclosure proceedings itself.

2. Access Restrictions.

Once sealed, the Clerk shall not make the case file, docket entries, and related records of the nondisclosure proceeding available for public inspection but shall keep those items accessible to the Court, the Clerk, and other entities expressly authorized by the applicable statute.

3. Filing Procedures.

Petitioners for nondisclosures shall continue to file their petitions as civil cases. However, upon the Court's signing an order granting nondisclosure, the Clerk shall immediately seal the civil case file in the same manner as the underlying criminal case.

4. Notice.

The Clerk shall provide a copy of this Administrative Order to all court staff and ensure that filing and case management systems reflect these procedures.

THIS HAYS COUNTY ADMINISTRATIVE ORDER REGARDING SEALING OF NONDISCLOSURE PROCEEDINGS SHALL BECOME EFFECTIVE IMMEDIATELY UPON PUBLICATION ON THE OFFICE OF COURT ADMINISTRATION'S WEBSITE.

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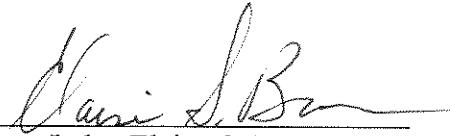
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Judge Jimmy Alan Hall
County Court at Law No. 1
Hays County, Texas



Judge Chris Johnson
County Court at Law No. 2
Hays County, Texas



Judge Elaine S. Brown
County Court at Law No. 3
Hays County, Texas