

**REQUEST TO MAKE CASE RECORDS CONFIDENTIAL OR SEALED  
UNDER ADMINISTRATIVE RULE 37.6**

Under Alaska law, court case records are public unless an Alaska Statute or court rule requires that they be made confidential or sealed. If your case is public, you may use this form to ask a judge to make your case—or specific records within the case—confidential or sealed. The judge must find that the public interest in access to court records is outweighed by at least one of the following: (1) risk of injury to individuals, (2) individual privacy rights and interests, (3) proprietary business information, (4) the deliberative process, or (5) public safety. The judge must also find that your interest in confidentiality is distinguishable from the confidentiality interests of parties in similar case types to yours.

If the entire case is sealed or made confidential, then the case will be removed from the public index (CourtView), and the court file will be unavailable to the public. If only specific records are sealed or made confidential, then the case will remain on public CourtView, but those specific records will be unavailable to the public.

**Note:** If you believe your case should *automatically* be confidential or sealed by statute or rule, and that your case is listed on public CourtView by mistake, use form [TF-810](#) instead.

**Time Limit:** You may only make this request (1) when you first open your case, (2) while the case is still open, or (3) if it has been less than 90 days since the case was closed. If your case was reopened after being closed, this request will only apply to records filed or created since the case was reopened.

**Filing Instructions:** File this request with the Clerk’s Office at your [local trial court](#).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Case Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

Party Names: \_\_\_\_\_

*Confidential means the record is restricted to the case parties, the parties’ current attorneys, persons authorized by written court order, and court staff for case processing purposes only.*

*Sealed means the record is restricted to the judge and persons authorized by written court order.*

I am a party or an individual affected by the release of information in this case. I ask that the following court case records be  made confidential:  sealed:

Entire case file

Document(s): \_\_\_\_\_

Log notes (list date and type of hearing): \_\_\_\_\_

Audio Recording (list date and type of hearing): \_\_\_\_\_

Transcript (list date and type of hearing): \_\_\_\_\_

These court records should be made confidential or sealed, because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case No.: \_\_\_\_\_

**Verification**

I state on oath or affirm that I read this document and believe all statements in it are true.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Your Signature  
Subscribed and sworn to or affirmed before me at \_\_\_\_\_, Alaska on \_\_\_\_\_

(SEAL) \_\_\_\_\_  
Court clerk, notary public, or other person  
authorized to administer oaths.  
My commission expires \_\_\_\_\_

**Certificate of Service**  
*[You must distribute a copy of this completed form to all parties in the case.]*  
On \_\_\_\_\_ at \_\_\_\_\_ [date/time] a copy of this request was  emailed  mailed  
 hand-delivered to: \_\_\_\_\_  
Your signature: \_\_\_\_\_

**ORDER**

- The request to limit access to case records per Administrative Rule 37.6 is DENIED.
- The request to limit access to case records per Administrative Rule 37.6 is GRANTED and the following shall be made  confidential:  sealed:
  - Entire Case File
  - The following specific records: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
The requestor's legitimate interest in confidentiality outweighs the public interest in access to public records under Administrative Rule 37.5. The particular basis in this case for limiting access, as distinguished from the confidentiality interests of persons affected by disclosure in similar case types, is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the entire case is made confidential or sealed, then it shall be removed from the online public index (CourtView).

Recommended for approval:

\_\_\_\_\_  
Superior Court Master Date  
\_\_\_\_\_  
Judicial Officer Date  
I certify that on \_\_\_\_\_, a copy of this order  
was distributed to \_\_\_\_\_  
\_\_\_\_\_  
Type or Print Name

JA/Clerk: \_\_\_\_\_