

IN THE DISTRICT COURT OF MARYLAND – DISTRICT 2

ADMINISTRATIVE ORDER ON COURT EMPLOYEES UNSEALING AND RESEALING

EXPUNGED RECORDS FOR ADMINISTRATIVE PURPOSES

WHEREAS, pursuant to Maryland law, including but not limited to Maryland Rule 4-512, Disposition of Records, that expunged case records may be properly sealed and unsealed in accordance with statutory procedures and court orders; and

WHEREAS, the integrity and accessibility of court records for lawful administrative functions, including ensuring compliance with court-ordered obligations and accurate recordkeeping, is essential to the operation of the Judiciary; and

WHEREAS, it is occasionally necessary for court personnel to access expunged records to scan compliance documents or perform other court-related administrative tasks; and

WHEREAS, Maryland Rule 4-512, authorizes the court to regulate access to expunged records and does not prohibit the unsealing of such records when permitted by the court for legitimate judicial purposes, provided there is good cause, and it serves the interest of justice;

NOW, THEREFORE, it is this ____ day of _____, 2025, by the Administrative Judge of District 2, District Court of Maryland:

ORDERED, that court clerks and other designated court personnel are authorized to temporarily unseal, access, and unexpunge records solely for the purpose of scanning compliance documents, updating case information, or performing other administrative tasks related to court business, to ensure the interest of justice through accurate and updated recordkeeping; and it is further

ORDERED, that upon completion of the required administrative task, the record shall be immediately re-expunged and restored to its prior status without delay; and it is further

ORDERED, that this Administrative Order shall be effective immediately and shall remain in effect until modified or rescinded by further order of the Court.

The Honorable Melvin J. Jews
Administrative Judge – District 2
District Court of Maryland