# The Restricted Information Form

Court cases and the documents in case files are generally open to the public. In some instances, an entire case, a

document, or information in a document is considered restricted information by law and cannot be viewed by the public. You must use the restricted information form to tell the court that there is a court document or information in a court document that is restricted by law. The restricted information form is not used to request that a document or information be kept private that would otherwise be public information.

# The Form

- Complete and submit the restricted information form to tell the court that Maryland law considers a document or information in a document private. You submit the form to the court with your other documents.
- Use form <u>MDJ-008</u> to submit the restricted information form.

# When You Must File the Form

- You are responsible for determining if a form or document you plan to file with the court is restricted or contains restricted information.
- You may want to consult an attorney to help you make this determination.
- If you are filling out a form to file with the court, that form may state whether you must include the restricted information form.

# **Redacting Information**

- For documents or forms that contain restricted information but are not entirely restricted, submit both a redacted and unredacted version. The redacted version eliminates the restricted information from view.
- In the title of each document, state whether the document is unredacted or redacted.

# Resources

- Maryland Guide and File can help you fill out the form by asking you simple questions at mdcourts.gov/guideandfile.
- Read more about the restricted information form at <u>mdcourts.gov/courthelp/restrictedinfoform</u>.
- Speak with an attorney for free at the Maryland Court Help Center at 410-260-1392, or mdcourts.gov/helpcenter.





Free. Online. In Person. By Phone.

