



RICHARD M. WEISS
Clerk of the Circuit Court
and County Court

County Recorder

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Commissioners

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The Mission of the Office
of the Clerk of the Circuit
Court is to function as a
team dedicated to our
customers by

- preparing and
maintaining
accurate records
- furnishing
assistance in an
understanding and
compassionate
manner
and
- providing services
with competence,
professionalism,
and courtesy

In compliance with laws,
rules, and regulations.

TO: *Tenth Circuit Bar Members*
FROM: *Richard M. Weiss, Clerk of the Circuit Court*
DATE: *June 28, 2006*

SPECIAL NOTICE

Any person preparing or filing a court document should not include a social security number or a complete bank account, debit, charge, or credit card number in such document, unless required by law or court rule, or necessary to the adjudication of the case.

Any person has a right to request that the Clerk of the Circuit Court remove from an image or copy of a court document a social security number or complete bank account, debit, charge, or credit card number contained in a court document. Such request must be made in writing and delivered by mail, facsimile, electronic transmission, or in person to the Clerk of the Circuit Court. The request must specify the case number, the title of the document, and the identification page number of the document which contains the number to be redacted.

A fee will not be charged for the redaction of a social security number or a complete bank account, debit, charge, or credit card number pursuant to such a request.

The Clerk has no authority to refuse to accept any document or pleading that contains the aforementioned sequential numbers.