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[DATE]

[REQUESTOR]
[ADDRESS]
[CITY, STATE, ZIP]

RE: Request for Judicial Records

Dear [REQUESTOR]:

I am writing on behalf of the [CITY] Municipal Court in response to your request for information from the City of [CITY] and the [CITY] City Municipal Court received on [DATE].

All of the records that you have requested are records of the judiciary and excluded from the Public Information Act under Section 552.0035, Govt Code. Accordingly, Section 552.221, Govt Code, does not apply to the processing of your request. All of the records you have requested are either court records available in accordance with the common law and relevant statutory provisions or are judicial records for which Rule 12 of the Texas Rules of Judicial Administration applies.

Specifically, you are seeking “[QUOTE REQUEST].”

Per Rule 12.2(d) Judicial record means “a record made or maintained by or for a court or judicial agency in its regular course of business but not pertaining to its adjudicative function, regardless of whether that function relates to a specific case. A record of any nature created, produced, or filed in connection with any matter that is or has been before a court is not a judicial record. A record is a document, paper, letter, map, book, tape, photograph, film, recording, or other material, regardless of electronic or physical form, characteristics, or means of transmission.”

It is my belief that the information you are seeking is a “judicial records” as that term is defined. Per Rule 12.4 judicial records are generally are open to the public for inspection and copying during regular business hours. However, certain information is excepted form disclosure. Per Rule 12.5 the following information is excepted from public disclosure:

- (a) Judicial Work Product and Drafts. Any record that relates to a judicial officer's adjudicative decision-making process prepared by that judicial officer, by another judicial officer, or by court staff, an intern, or any other person acting on behalf of or at the direction of the judicial officer.

(b) Security Plans. Any record, including a security plan or code, the release of which would jeopardize the security of an individual against physical injury or jeopardize information or property against theft, tampering, improper use, illegal disclosure, trespass, unauthorized access, or physical injury.

(c) Personnel Information. Any personnel record that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy.

(d) Home Address and Family Information. Any record reflecting any person's home address, home or personal telephone number, social security number, or family members.

(e) Applicants for Employment or Volunteer Services. Any records relating to an applicant for employment or volunteer services.

(f) Internal Deliberations on Court or Judicial Administration Matters. Any record relating to internal deliberations of a court or judicial agency, or among judicial officers or members of a judicial agency, on matters of court or judicial administration.

(g) Court Law Library Information. Any record in a law library that links a patron's name with the materials requested or borrowed by that patron.

(h) Judicial Calendar Information. Any record that reflects a judicial officer's appointments or engagements that are in the future or that constitute an invasion of personal privacy.

(i) Information Confidential Under Other Law. Any record that is confidential or exempt from disclosure under a state or federal constitutional provision, statute or common law, including information that relates to:

(1) a complaint alleging misconduct against a judicial officer, if the complaint is exempt from disclosure under Chapter 33, Government Code, or other law;

(2) a complaint alleging misconduct against a person who is licensed or regulated by the courts, if the information is confidential under applicable law; or

(3) a trade secret or commercial or financial information made privileged or confidential by statute or judicial decision.

(j) Litigation or Settlement Negotiations. Any judicial record relating to civil or criminal litigation or settlement negotiations:

(1) in which a court or judicial agency is or may be a party; or

(2) in which a judicial officer or member of a judicial agency is or may be a party as a consequence of the person's office or employment.

(k) Investigations of Character or Conduct. Any record relating to an investigation of any person's character or conduct, unless:

(1) the record is requested by the person being investigated; and
(2) release of the record, in the judgment of the records custodian, would not impair the investigation.

(1) Examinations. Any record relating to an examination administered to any person, unless requested by the person after the examination is concluded.

Pursuant to Rule 12.5([SELECT APPLICABLE SECTION]) the information you have requested is excepted from disclosure and is therefore denied as allowed by Rule 12.8.

Please note that a person who is denied access to a judicial record may appeal the denial by filing a petition for review with the Administrative Director of the Office of Court Administration at the following address:

David Slayton, Administrative Director
Office of Court Administration
P.O. Box 12066
Austin, Texas 78711-2066

An appeal must be filed not later than 30 days after the date that you receive this notice of a denial of access to the judicial record.

Sincerely,

[JUDGE], Presiding Judge
[CITY] Municipal Court