

RULE 5 - REMOVAL OF FILES, PLEADINGS OR OTHER DOCUMENTS

- 5.1** No files, pleadings or other documents on file in this Court shall be removed from the Office of the Clerk of Courts except with the permission of the Clerk and under such rules as the Clerk may from time to time prescribe. Provided, however, this Rule shall not apply to:
- (A) The use of such files, pleadings or other documents in Open Court or Judge's Chambers during any Argument, Hearing, Trial or other proceeding in the case to which such files, pleadings or other documents pertain or in which they may be used; and
 - (B) Any removal made pursuant to law.
- 5.2** Notwithstanding anything in Rule 5.1 to the contrary, no file shall be removed from the Office of the Clerk of Courts with respect to and involving any case within seven (7) days prior to its scheduled Trial date, except by the Judge assigned to hear the matter.
- 5.3** The Clerk of Courts shall document the removal of each file and shall provide the name of the individual who has removed said file, its location and the date of its removal.
- 5.4** Unauthorized removal of files from the Office of the Clerk shall subject the offending party to Contempt of Court and/or the imposition of appropriate sanctions.