

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
GENERAL JURISDICTION DIVISION**

Protective Order Sealing Confidential Records

Case Information

Case Name

OAH Case Number

Name of Agency

Agency Case Number

Agency Attorney/Representative

Respondent/Appellant/Petitioner

Respondent Attorney/Representative

Findings (check all that apply)

Motion to seal records made by (enter moving party)

OAH Administrative Law Judge's own motion, on (enter date)

Motion was unopposed

Motion was opposed by (enter name)

The Administrative Record to be Sealed (check all that apply)

Exhibits

Transcripts

Recording

Other Documents Filed with OAH

in this matter contain confidential personal information including

Medical Information/Records

Personal Financial Information

Investigative Records

Names of Minor(s)

Alleged Crime Victim(s)/Complaining Witness(es)

Other (enter description)

This information is protected from disclosure to the public. Redaction of portions of the documents to delete this information is not practicable or will not provide adequate privacy protection. To protect privacy and confidential personal information from inappropriate disclosure, and good cause appearing, the following ORDERS are issued.

Protective Sealing Order

Orders Regarding Documents

The following documents and records in this matter are hereby SEALED AND ORDERED TO BE PROTECTED FROM PUBLIC DISCLOSURE WITHOUT FURTHER ORDER:

Exhibits Numbered (enter Exhibit page numbers)

All Exhibits

Witness names on confidential names list

Transcripts

Recordings

Other documents filed with OAH (specify)

Orders Regarding Transcripts/Recordings

No person shall release a transcript or recording of this matter containing confidential witness names or identifying information to the public. Every court reporter or transcriber is hereby ORDERED to refer to individuals whose names appear on the Confidential Names List by the person's initials or an assigned number only. Any Confidential Names List is SEALED AND SUBJECT TO THIS ORDER.

Additional Terms of this Order Set Forth in Attachment

All documents subject to this order shall be marked as an exhibit, made part of the administrative record, sealed and shall not be released without further order.

Documents subject to this order will be placed in a sealed envelope with a copy of this order attached to the outside. A copy of this Order will be placed in the OAH file and the OAH case management system and given to each party and court reporter.

This Order governs the release of documents to the public. A reviewing court, parties to this matter, their attorneys, and a government agency decision maker or designee under Government Code section 11517 may review the documents subject to this order provided that such documents are protected from release to the public.

A copy of this Order has been given to all parties on the record.

A Proof of Service of this Order is attached.

Administrative Law Judge Printed Name

Administrative Law Judge Signature

Dated

OFFICE OF ADMINISTRATIVE HEARINGS

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Privacy Notice

This notice is provided pursuant to the Information Practices Act of 1977 (Civil Code, Section 1798 et seq.).

All information and records submitted to OAH may be subject to disclosure in accordance with the California Public Records Act (Government Code, Section 6250 et seq.), and other applicable authority unless expressly prohibited by law. Proceedings before OAH and records held by OAH are public unless otherwise provided by statute (Government Code, Section 11425.20). For example, the Family Educational Rights and Privacy Act (FERPA 20 United States Code Section 1232(g)) recognizes privacy rights to educational records in certain limited circumstances. It is the obligation of the parties to determine if case filings or proceedings require privacy protections. OAH cannot provide legal advice.

The Information Practices Act requires OAH to provide notice to individuals who submit personal information to OAH.

- 1) This notice does not apply to information provided by an agency or to routine contact information collected by OAH for the purpose of identification or communication regarding the case.

- 2) To the extent this form seeks information about a need for accommodation, OAH requests the information for the sole purpose of making a determination about the accommodation an individual is seeking. An individual seeking an accommodation is not required to use this form; it is provided as a convenience only. OAH can request this information in accordance with the Americans with Disabilities Act (42 United State Code Section 12101 et seq.).

- 3) Requests for Public Records or information maintained in accordance with the Information Practices Act shall be directed to the OAH Public Records Officer, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, (916) 263-0550, or OAHPRRA@dgs.ca.gov.