

1. Standard for Sealing Court Records. Court records may not be removed from court files except as permitted by statute or rule. No court order or opinion issued in the adjudication of a case may be sealed, except as provided below. Information in other court records is presumed to be open to the general public and may be sealed only if there is a showing of all of the following:

(a) a specific, serious and substantial interest which clearly outweighs:

(1) this presumption of openness;

(2) any probable adverse effect that sealing will have upon the general public health or safety;

(b) no less restrictive means than sealing records will adequately and effectively protect the specific interest asserted.

2. Court Records. For purposes of this rule, court records are:

(a) all documents of any nature filed in connection with any matter before any civil court, except:

(1) documents filed with a court in camera, solely for the purpose of obtaining a ruling on the discoverability of such documents;

(2) documents to which access is otherwise restricted by law;

(3) a court order required, or permitted, to be sealed by statute;

(4) a court order changing the name of a person who has been granted a protective order due to family violence.

(5) documents filed in an action originally arising under the Family Code;

(b) settlement agreements not filed of record, excluding all reference to any monetary consideration, that seek to restrict disclosure of information concerning matters that have a probable adverse effect upon the general public health or safety, or the administration of public office, or the operation of government.

3. Presumption and Process for Trade Secrets. The presumption regarding trade secrets is governed by the Texas Uniform Trade Secrets Act. The process required by this rule applies to trade secrets.

4. Notice of Intent to File Confidential Information Unsealed: Any party or person who intends to file information that the party knows has been kept confidential by another party or by a nonparty must not file it unsealed without giving notice to the parties and to any such nonparty.

The information may not be filed unsealed for 14 days from the date of the notice, and the notice must state that the recipient has until then to file a motion to seal pursuant to this rule.

5. Motion to Seal and Notice: A request for a final sealing order is made by filing a stand-alone motion. A motion to seal must give a brief but specific description of both the nature of the case and the records which are sought to be sealed and must state that any person may request a hearing to be heard in opposition to the motion. The motion must be electronically filed on the website maintained by the State of Texas for posting public notices for at least 14 days before any judge may enter a final order sealing the records.

5b. Information Provided to the Judge: Upon filing the motion to seal and providing the required notice, a movant must provide the judge with a copy of the information the movant is asking the judge to seal. The information provided to the judge solely for the purpose of deciding the motion to seal is not “filed” as that term is used in paragraph 2. If the court denies the motion, the movant may file the information with the clerk unsealed or may choose not to file it. If the movant chooses not to file the information, it must not be considered by the court for any purpose.

6. Motion to Unseal and Notice: A request for an order unsealing court records is made by filing a stand-alone motion. A party or person who files a motion to unseal must attach the original motion to seal and the sealing order. The motion must be electronically filed on the website maintained by the State of Texas for posting public notices for at least 14 days before any judge may enter an order unsealing the records. Within three days of receiving a motion to unseal, each party must forward it to any third-party who produced the document in discovery and who the party knows has kept the information confidential.

7. Hearing. A hearing on a motion to seal or unseal is not required unless requested. If a hearing is requested within 14 days of the public notice, it shall be held in open court and open to the public as soon as practicable, but not less than fourteen days after the request for the hearing. Any party to the case, any non-party who filed a motion to seal or unseal, and any person who requested the hearing may participate in the hearing in a manner determined by the court. At the court’s discretion, other members of the public may speak on the issue before the court.

8. Temporary Sealing Order. A temporary sealing order may issue only if there is a showing of a compelling need from specific facts shown by affidavit or by verified petition that immediate and irreparable injury will result to a specific interest of the applicant. The temporary order shall direct the movant to immediately give the public notice required by Paragraph 5. A temporary sealing order expires after 14 days, and if no final sealing order has been filed, the clerk shall unseal the information as soon as the clerk becomes aware of the expiration

9. Order. An order sealing or unsealing a court record must be filed and open to the public. It must state the specific reasons for finding and concluding whether the showing required by Paragraph 1 has been made. An order that seals a court record must also reference the specific portions of court records which are to be sealed by document title, exhibit number, paragraph number, or redaction shown in the context of the unsealed portion. A sealing order must also state

the time period for which the sealed portions of the court records are to be sealed, which may be permanently, subject to the court's continuing jurisdiction. An order that unseals a court record shall include the record within the order or attached to the order, or by reference to its location within the court files. The order shall not be included in any judgment or other order but shall be a separate document in the case; however, the failure to comply with this requirement shall not affect its appealability.

10. Continuing Jurisdiction. Any person may intervene as a matter of right at any time before or after judgment to seal or unseal court records. A court that issues a sealing order retains continuing jurisdiction to enforce, alter, or vacate that order. If a court has previously ruled on a request to seal or unseal filed documents, the movant who seeks to seal or unseal the filed documents at a later time must show a material and substantial change in circumstances affecting the prior ruling since the time of the prior ruling. Such circumstances need not be related to the case in which the order was issued. Upon a showing of material and substantial change in circumstances, the court must then consider the request to seal or unseal the filed documents pursuant to this rule.

11. Appeal. Any order (or portion of an order or judgment) relating to sealing or unsealing court records shall be deemed to be severed from the case and a final judgment which may be appealed by any party, any non-party who filed a motion to seal or unseal, and any person who requested the hearing and participated in it. The appellate court may abate the appeal and order the trial court to direct that further public notice be given, or to hold further hearings, or to make additional findings.

12. Application. Access to documents in court files not defined as court records by this rule remains governed by existing law. This rule does not apply to any court records sealed in an action in which a final judgment has been entered before its effective date. This rule applies to cases already pending on its effective date only with regard to:

- (a) all court records filed or exchanged after the effective date;
- (b) any motion to alter or vacate an order restricting access to court records, issued before the effective date.

13. Sanctions. Non-compliance with this rule is subject to sanctions. Non-compliance subject to sanctions includes, but is not limited to, misrepresentations to the court regarding the nature of information sought to be sealed.

Comment: The presumption of openness to the general public, when it applies to the information at issue, requires a judge to consider the merits of a motion without regard to any agreement of counsel. A judge has this responsibility because the general public is not represented by anyone in the proceeding, though some members of the public may participate, and no member of the public can see the information sought to be sealed.

*Comment to Paragraph 3: The presumption and procedure for sealing trade secrets was decided by the Texas Supreme Court in *HouseCanary, Inc. v. Title Source In.*, 622 S.W.3rd 254 (Tex. 2021).*