

**CIVIL COURT OF THE CITY OF NEW YORK**

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**Legal/Statutory Memorandum**  
Subject: Sealing of Court Records

Class: LSM-122  
Category: GP-10  
Eff. Date: Mar. 7, 1994

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Some confusion seems to have arisen lately about how and when a court record may be sealed. In order to clarify the situation, please review:

Sealing of Court Records in Civil Actions in the Trial Courts. 22 NYCRR §216.

For your convenience the text of this rule is reproduced below.

**§ 216.1 Sealing of Court Records**

(a) Except where otherwise provided by statute or rule, a court shall not enter an order in any action or proceeding sealing the court records, whether in whole or in part, except upon a written finding of good cause, which shall specify the grounds thereof. In determining whether good cause has been shown, the court shall consider the interests of the public as well as of the parties.

Where it appears necessary or desirable, the court may prescribe appropriate notice and an opportunity to be heard.

(b) For purposes of this rule, "court records" shall include all documents and records of any nature filed with the clerk in connection with the action. Documents obtained through disclosure and not filed with the clerk shall remain subject to protective orders as set forth in CPLR 3103(a).

Dated: March 7, 1994

Jacqueline Silbermann  
Administrative Judge