

**Rule 12. Docketing the Appeal; Filing the Record; Sealing the Record.**

(a) Docketing the Appeal. Upon receiving the copy of a notice of appeal from the Clerk of the Superior Court under Rule 3(d), the Clerk of this court must docket the appeal, identifying the appellant and adding the appellant's name if necessary.

(b) Filing the Record. Upon receiving the certified index and transcript, if any, as provided in Rule 11(b)(3)(A), the Clerk must immediately notify all parties that the record is complete.

(c) Sealing the Record. An appeal in which the record has been ordered sealed by this court or an appeal relating to (1) juvenile, (2) adoption, (3) parentage, or (4) neglect proceedings will be reflected on the public docket by the initials of the parties and the case number of the Superior Court. In these cases the Clerk must seal the records and all documents subsequently received from the Superior Court or counsel for the parties. In any other appeal noted from a case in which the record has been sealed by the Superior Court, the record alone will be filed under seal; any filings in this court in such appeals will be placed under seal only upon order of this court. The Clerk must not permit review or inspection of any sealed material by any person other than counsel of record for the parties except on order of this court.