

Rule 55. Records of the Clerk

(a) Required Entries. The clerk must keep records of criminal proceedings in the form and manner prescribed by the Executive Officer of the District of Columbia Courts, subject to the supervision of the Chief Judge. The entry of an order or judgment must show the date the entry is made.

(b) Fees for Criminal Record Checks. The clerk must charge a fee of \$10.00 for each search of an individual's criminal record. The fee will not apply to: an individual requesting a search for his or her own record; any governmental agency; or an attorney for or an employee of a non-profit organization located in the District of Columbia that provides legal services for indigent clients without fee or for a nominal processing fee or an attorney appointed pursuant to D.C. Code § 11-2602 or 16-2304 (2012 Repl.) or any individual who has been approved by the court to proceed in forma pauperis who certifies that such a search is necessary pursuant to such an appointment.

COMMENT TO 2023 AMENDMENTS

Section (a) has been amended consistent with Civil Rule 79(a)(1) to provide that records are kept in the form and manner prescribed by the Executive Officer.

COMMENT TO 2016 AMENDMENTS

Minor stylistic changes have been made to this rule to maintain consistency throughout the rules. It differs from the federal rule in several respects.

Paragraph (a) refers to administrative orders of the Chief Judge rather than to the Administrative Office of the United States Courts.

Paragraph (b) retains the local requirement that fees be charged by the clerk for a search of criminal records except under delineated circumstances. It has no federal counterpart.