



# South Carolina Court Administration

South Carolina Supreme Court  
Columbia, South Carolina

1220 SENATE STREET, SUITE 200  
COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE: (803) 734-1800  
FAX: (803) 734-0269  
EMAIL: [RULE610@sccourts.org](mailto:RULE610@sccourts.org)

## INSTRUCTIONS FOR FORM 610 REQUEST FOR BULK DISTRIBUTION OF AND COMPILED INFORMATION FROM JUDICIAL RECORDS [RULE 610, SCACR](#)

The following practices and procedures are pursuant to the December 20, 2017, amendment of Rule 610, SCACR, which gave the Office of Court Administration the discretion to authorize bulk distribution of or compiled information from judicial records, if not sought for commercial purposes:

### I. Submitting a Request under Rule 610, SCACR

- All requestors for bulk distribution of and compiled information from judicial records must use form SCCA 610.
- The fully completed form should, preferably, be emailed to: [RULE610@sccourts.org](mailto:RULE610@sccourts.org). This allows the request to be processed as efficiently as possible.
- If email is unavailable, mail to:

South Carolina Court Administration  
Attn: Rule 610 Request  
1220 Senate Street, Suite 200  
Columbia, South Carolina 29201

### II. Criteria for Determination pursuant to Rule 610, SCACR

- If sought for any commercial purpose, the request must be denied.
- For all other requests, the factors to be considered include:
  1. The resources available to compile the information.
  2. Whether a substantial public interest will be served through significant scholarly, governmental, journalistic, research, evaluation, or statistical purposes.
  3. The identity of specific individuals is ancillary to the request.

- A request may be denied on the basis that:
  1. The requestor may obtain the information using the search functions available to the public on websites maintained by the South Carolina Judicial Department or any court of this state.
  2. Fulfilling the request may interfere with normal Judicial Department operations (e.g., requests may be denied if the South Carolina Judicial Department does not routinely collect the requested information).
  3. The requested information contains confidential data or financial information that may not be provided.

I. Notification

- Once a determination has been reached, the Action on Request contained in form SCCA 610 will be emailed or, if requestor's email address is unknown, mailed to the requestor.
- The Action on Request page will state whether the request has been Approved, Partially Approved, or Denied. If Partially Approved or Denied, a reason will be provided.

II. Disclaimer

- SCJD is not by law the custodian of court records. Because SCJD receives information as a third party, SCJD cannot guarantee the accuracy of the information contained in Rule 610 reports. While SCJD strives to keep the reports as accurate as possible, the data contained in Rule 610 reports are reliant on information maintained at the local level. Any clarification of data contained in Rule 610 reports should be directed to the pertinent local official.

**RULE 610**  
**BULK DISTRIBUTION OF AND COMPILED**  
**INFORMATION FROM JUDICIAL RECORDS**

**(a)** For the purpose of this rule:

**(1)** Bulk distribution is defined as a distribution of all, or a significant subset, of the information in judicial records, as is and without modification or compilation.

**(2)** Compiled information is defined as information that is derived from the selection, aggregation or reformulation of the information from more than one individual judicial record.

**(3)** Judicial records shall include all records maintained by any court, commission, board, committee, office or other entity within the South Carolina Judicial Department, regardless of whether that entity is funded in whole or part by state or local funds.

**(b)** The South Carolina Judicial Department shall not provide bulk distribution of or compiled information from judicial records where those records are sought for any commercial purpose.

**(c)** Unless authorized by the Office of Court Administration, a bulk distribution of judicial records will not be made.

**(d)** Unless authorized by the Office of Court Administration, compiled information from judicial records will not be provided. This restriction shall not apply to:

**(1)** Compiled information that may be contained in statistical or other reports that have been previously released to the general public.

**(2)** Compiled information that can be obtained by a person using the search functions available to the public on websites maintained by the South Carolina Judicial Department or any court of this state.

**(e)** The Office of Court Administration may authorize bulk distribution of or compiled information from judicial records if it determines, in its discretion, that the resources are available to compile the information; the substantial public interest will be served through significant scholarly, governmental, journalistic, research, evaluation, or statistical purposes; and the identity of specific individuals is ancillary to the request. The Office of Court Administration shall determine whether to provide the information as follows:

**(1)** All requests shall be made to the Office of Court Administration. The requestor must:

**(i)** identify the specific bulk records or compiled information sought, and identify the court or courts from which the records are sought;

**(ii)** set forth the substantial public interest the requestor has for the scholarly, governmental, journalistic, research, evaluation, or statistical purposes as it relates to the requested information;

**(iii)** describe how fulfilling the request is an appropriate use of public resources;

**(iv)** indicate whether the requestor is willing to pay a fee for the search, retrieval, or redaction of records should redaction be required;

**(v)** explain how the bulk records or compiled information will be stored and secured and agree the bulk records or the compiled information will not be sold and will not be used for any commercial purpose or for the purpose of solicitation.

**(2)** A request may be denied on the basis that:

**(i)** the requestor may obtain the information using the search functions available to the public on websites maintained by the South Carolina Judicial Department or any court of this state;

**(ii)** fulfilling the request may interfere with normal Judicial Department operations;

**(iii)** the requested information contains confidential data or financial information that may not be provided.

**(3)** If providing the data will require the expenditure of more than one hour of personnel time, including that of any vendor or contractor, the Office of Court Administration may charge the requestor the actual cost of that personnel time. If the estimate costs exceed \$100, the requestor may be required to pay that fee in advance.

**(4)** Information may be provided without charge or at a reduced charge if it is determined that a waiver or reduction of fees primarily benefits the general public.

Amended by Order dated December 20, 2017.



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Columbia, South Carolina

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**FORM 610**  
**REQUEST FOR BULK DISTRIBUTION OF AND COMPILED**  
**INFORMATION FROM JUDICIAL RECORDS**  
**[RULE 610, SCACR](#)**  
**(SHALL NOT BE USED FOR ANY COMMERCIAL PURPOSE)**  
**EMAIL COMPLETED FORM TO [RULE610@SCCOURTS.ORG](mailto:RULE610@SCCOURTS.ORG)**

I. Requestor is:  an individual  an organization  
Requestor's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

II. List all known business, nonprofit, governmental, or other organizations' names which will have access to, participate in the use of, or will be disseminated the requested information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Identify the Court, including location, which maintains the Record (e.g. Court of Common Pleas Statewide or Court of Common Pleas in Abbeville County):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**IV. Identify the bulk or complied information sought, including specific data points within the bulk or complied information (e.g. Case Number, File Date, Nature of Action Code, Disposition Date):**

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**V. Date range requested? (e.g., 7/1/16 - 6/30/17)**

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**VI. What is the purpose of the request? (Explain in detail, to clarify all necessary data points)**

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**VII. What substantial public interest will be served through the scholarly, governmental, journalistic, research, evaluation, or statistical purposes use of the requested information? (Explain in detail)**

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VIII. Describe how fulfilling the request is an appropriate use of public resources:

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IX. Requestor is  is NOT   
willing to pay an amount determined to be the actual cost of personnel time, including that of any vendor or contractor, if providing the data will require more than one hour of personnel time. If not, why?

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\_\_\_\_\_  
\_\_\_\_\_

X. Explain how the bulk or compiled information will be stored and secured:

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\_\_\_\_\_  
\_\_\_\_\_

XI. Requestor agrees   
the bulk records or the compiled information will not be sold and will not be used for any commercial purpose or used for the purpose of solicitation.

By signing this request, I represent that I am the requestor or authorized to do so on behalf of requestor, and affirm under the penalties for perjury, contempt, or any other actions or penalties as provided by law that the requested information will not be sold, used for any commercial purposes, or for the purpose of solicitation.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Date: \_\_\_\_\_

**EMAIL COMPLETED FORM TO RULE610@SCCOURTS.ORG**

**REQUEST FOR BULK DISTRIBUTION OF AND COMPILED  
INFORMATION FROM JUDICIAL RECORDS  
RULE 610, SCACR**

**ACTION ON REQUEST**

**TO BE COMPLETED BY SOUTH CAROLINA COURT ADMINISTRATION**

Request Received by South Carolina Court Administration on: \_\_\_\_\_

Request is:     Approved                       Partially Approved                       Denied

**Denial Reason:**

- The requestor may obtain the information using the search functions available to the public on websites maintained by the South Carolina Judicial Department or any court of this state.
- Fulfilling the request will interfere with normal Judicial Department operations.
- The requested information contains confidential data or financial information that may not be provided.
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**If Approved or Partially Approved, the requested information will be provided within ten (10) business days, unless otherwise stated.**

Request Processed on: \_\_\_\_\_  
Request Processed by: \_\_\_\_\_  
Title: \_\_\_\_\_