

#### **Topic:**

eCourts- eFile Confidential Documents

### **Summary:**

This guide will explain how users can apply a confidential access restriction to an attachment when e-filing in eCourts.

#### **Audience:**

Attorneys and e-filers

#### **Support:**

For support, please contact the Judiciary Help Desk at 609-421-6100.

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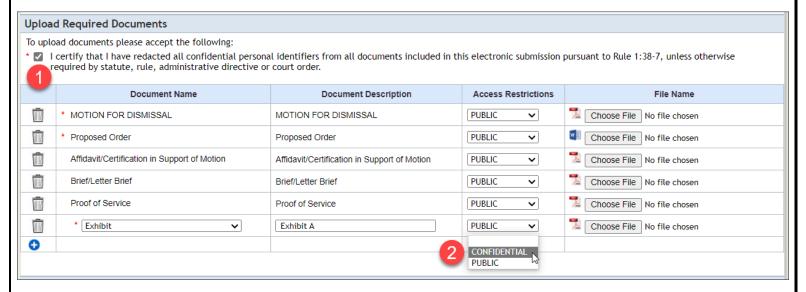


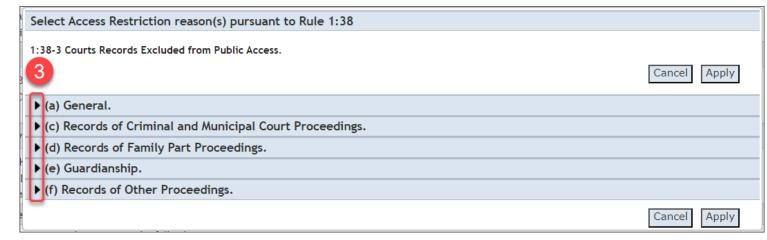
# File Confidential Documents

#### Select Confidential Access Restriction

In most cases, the access restriction will default to "Public". The restriction can be changed to "Confidential" on the *Upload Documents* screen. Filers must set the access restriction to "Confidential" <u>first</u>, then attach the document after.

- Click the checkbox to certify that personal identifiers have been redacted.
- Under the Access Restriction column, click the arrow to expand the options. Select Confidential.
- 3. A pop-up will display court rules for excluding records from public access. Click the **arrow** to expand the court rules under each section.

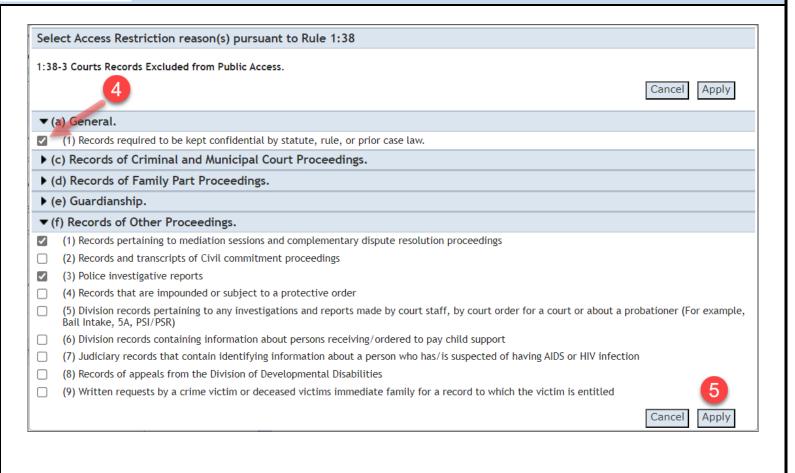






- 4. Select the appropriate restriction reason(s).
- 5. Click **Apply**.

**NOTE**: Click **Cancel** to close the pop-up. The access restriction will revert to Public.



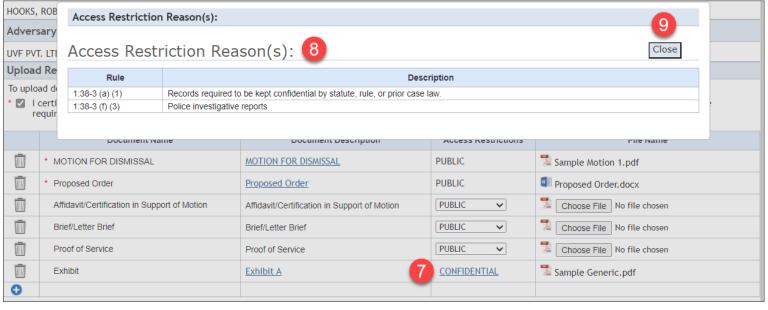


#### **Attach Document**

6. Click **Choose File** to attach the document.



- 7. After attaching the document, the word CONFIDENTIAL will turn into a link. If desired, click the link to view the selected restriction reason(s).
- 8. The selected reasons will display in a pop-up.
- 9. Click **Close** to close the pop-up.

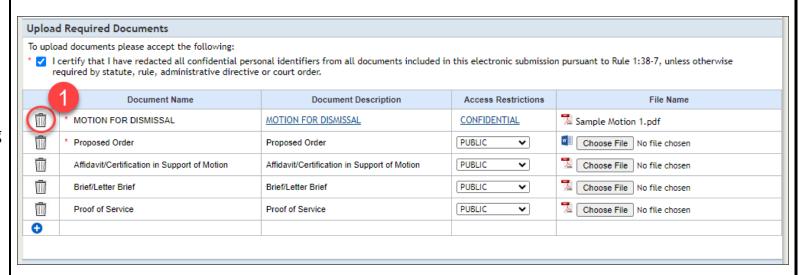


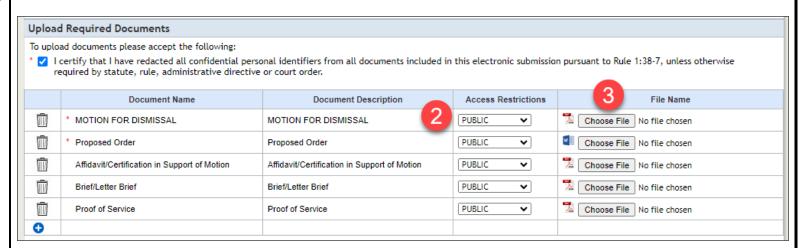


# Change Access Restriction Back to Public

If filers attach a document and accidentally mark it as "Confidential", they may change the restriction back to "Public" by deleting the document.

- 1. Click the **trash can** to delete the document.
- 2. The **Access Restriction** will reset to "Public".
- 3. Click **Choose File** to attach the document again.







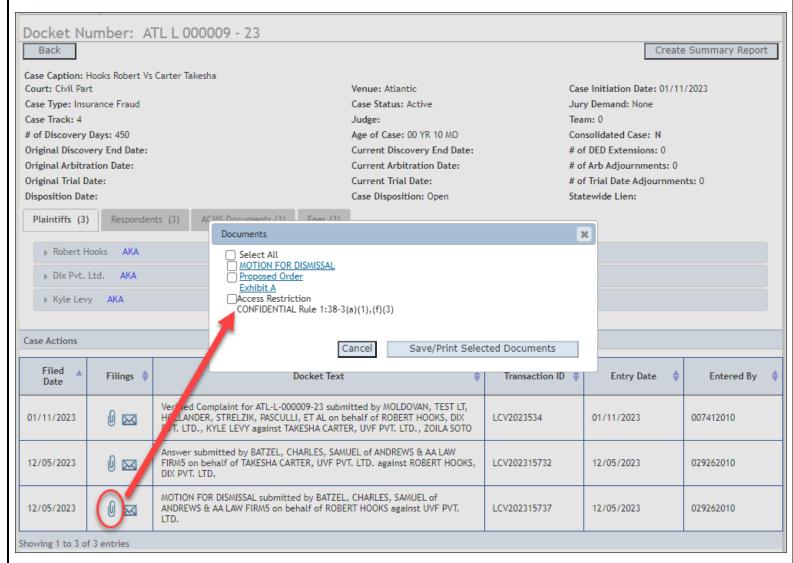
# Confidential Documents in the Case Jacket

#### **Parties with Access**

Documents marked as Confidential may only be viewed by internal court staff and any attorneys or self-represented litigants who are directly associated to the case in our system.

When these select users click the paperclip in the case jacket, they can view confidential documents by clicking on the attachment name/link. The case jacket will also indicate that the document is confidential and cite the court rule that was selected during filing.

The blue stamp will also indicate that the document is confidential.



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#### **Parties without Access**

Confidential documents will be hidden from any users that are **not** attorneys or self-represented litigants who are directly associated to the case.

When these users click the paperclip in the case jacket, the document link(s) will be disabled for all confidential attachments and the case jacket will cite the court rule that was selected when the confidential document was filed.

