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" first, then attach the document after.

1. Click the checkbox to certify that personal identifiers have been redacted.

2. 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.

Upload Required Documents

To upload documents please accept the following:

☑ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* STIPULATION OF FACTS	STIPULATION OF FACTS	PUBLIC ⌄	📄 Browse... No file selected.
➕			

PUBLIC
CONFIDENTIAL

Back   Submit

Select Access Restriction reason(s) pursuant to Rule 1:38

1:38-3 Courts Records Excluded from Public Access.

Cancel   Apply

▼ **(a) General.**

☐ (1) Records required to be kept confidential by statute, rule, or prior case law

☐ (2) Medical, psychiatric, psychological, and alcohol and drug dependency records, reports, and evaluations. Statements required for medical billing that do not include descriptions of medical diagnoses, conditions, or services are not excluded from public access

▶ **(c) Records of Criminal and Municipal Court Proceedings.**

▶ **(d) Records of Family Part Proceedings.**

▶ **(e) Guardianship.**

▶ **(f) Records of Other Proceedings.**

Cancel   Apply

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.

Select Access Restriction reason(s) pursuant to Rule 1:38

1:38-3 Courts Records Excluded from Public Access.

Cancel   Apply

▼ **(a) General.**

☑ 4 Records required to be kept confidential by statute, rule, or prior case law

☐ (2) Medical, psychiatric, psychological, and alcohol and drug dependency records, reports, and evaluations. Statements required for medical billing that do not include descriptions of medical diagnoses, conditions, or services are not excluded from public access

▶ **(c) Records of Criminal and Municipal Court Proceedings.**

▶ **(d) Records of Family Part Proceedings.**

▶ **(e) Guardianship.**

▶ **(f) Records of Other Proceedings.**   5

Cancel   Apply

Attach Document

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

Upload Required Documents

To upload documents please accept the following:

*☑ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

Document Name	Document Description	Access Restrictions	File Name
* STIPULATION OF FACTS	STIPULATION OF FACTS	CONFIDENTIAL ∨	📄 Browse... No file selected. 6
➕			

Back   Submit

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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).

Upload Required Documents

To upload documents please accept the following:

* ☑ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
🗑	* STIPULATION OF FACTS	STIPULATION OF FACTS	CONFIDENTIAL ⑦	📄 Sample (Generic).pdf
➕				

Back   Submit

8. The selected reasons will display in a pop-up.

9. Click **Close** to close the pop-up.

Case Type:
Discovery

Access Restriction Reason(s):

⑨

Upload Re   **Access Restriction Reason(s):**   Close

To upload d

* ☑ I certif

⑧	Rule	Description
	1:38-3 (a) (1)	Records required to be kept confidential by statute, rule, or prior case law

🗑 * STIPULATION OF FACTS   STIPULATION OF FACTS   CONFIDENTIAL   📄 Sample (Generic).pdf

➕

Back   Submit

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/Browse** to attach the document again.

Upload Required Documents

To upload documents please accept the following:

* ☑ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
🗑 ①	* STIPULATION OF FACTS	STIPULATION OF FACTS	CONFIDENTIAL	📄 Sample (Generic).pdf
➕				

Back Submit

Upload Required Documents

To upload documents please accept the following:

* ☑ I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

	Document Name	Document Description	Access Restrictions	File Name
	* STIPULATION OF FACTS	STIPULATION OF FACTS	PUBLIC ⌄ ②	📄 Browse... No file selected. ③
➕				

Back Submit

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.

Zip:

Documents ☒

☐ Select All
☑ **STIPULATION OF FACTS**
Access Restriction
CONFIDENTIAL Rule 1:38 (a) (2)
☐ **Affidavit**

Close   Save/Print Selected Documents

Case Actions

Filing Date	Filings			:ion ID	Entry Date
05/28/2024	📎	✉		)94	05/28/2024
05/28/2024	📎	✉		)95	05/28/2024
05/28/2024	📎	✉	STIPULATION OF FACTS submitted by DAVID MIDDLENAME PUTTY of ANSELL GRIMM & AARON PC on behalf of LAMONT WADE	TAX20241096	05/28/2024
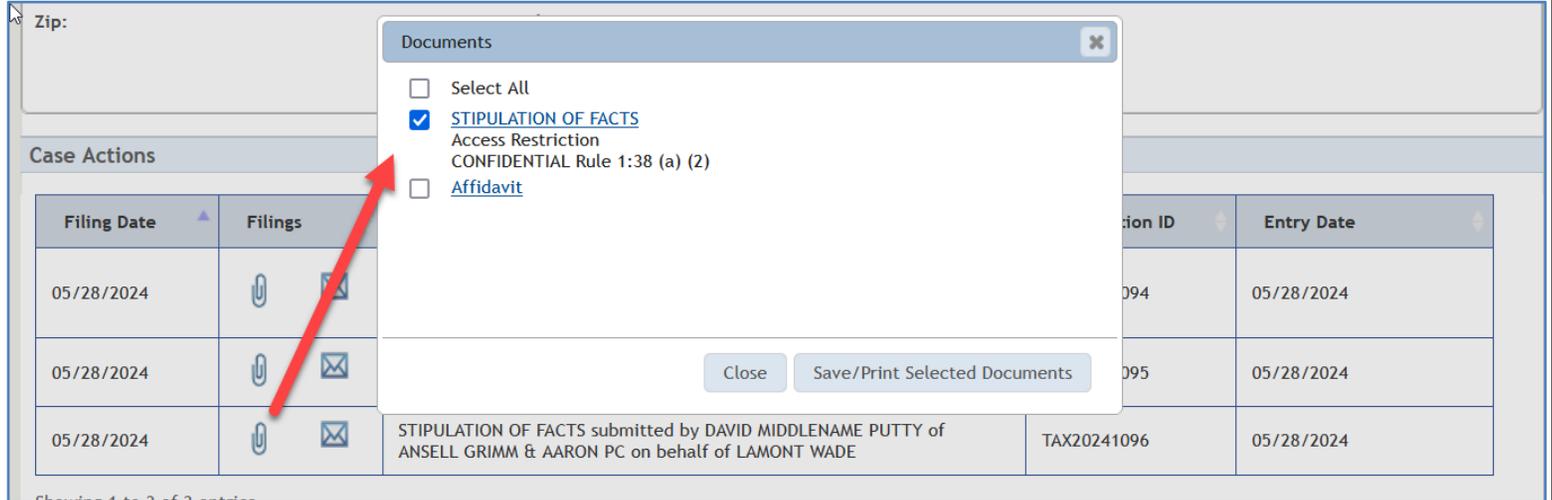
CONFIDENTIAL   000393-2024   05/28/2024 3:17:39 PM   Pg 2 of 12   Trans ID: TAX20241095

136 Gaither Drive • Suite 100 • P.O. Box 1269 • Mt. Laurel, NJ 08054

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.

Discovery Completion Date: 10/25/2024

Documents

☐ Select All
☐ STIPULATION OF FACTS
Access Restriction
CONFIDENTIAL Rule 1:38 (a) (1)

Close | Save/Print Selected Documents

Plaintiffs(1) | Defendants(1) | Amic...

▸ LAMONT WADE

Case Actions

Filing Date	Filings		ion ID	Entry Date
05/28/2024	📎 ✉		094	05/28/2024
05/28/2024	📎 ✉	STIPULATION OF FACTS submitted by DAVID MIDDLENAME PUTTY of ANSELL GRIMM & AARON PC on behalf of LAMONT WADE	TAX20241095	05/28/2024