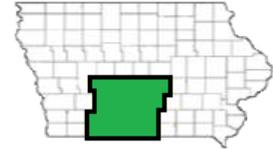


## 5<sup>th</sup> Judicial District Electronic Document Management System

### Electronic Filer Exhibit Redaction Guide



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#### Rule 16.412 Exhibits.

**16.412(1) Exhibits generally.** Exhibits offered at trials or hearings that can be maintained in an electronic format shall, unless the court otherwise orders, be maintained electronically for purposes of the official court record. Except as provided in 16.601(3), prior to offering exhibits the submitting party shall redact the exhibits pursuant to Division VI (Protection of Personal Privacy) of these rules.

#### Rule 16.601 Responsibility to redact or mask protected or confidential information.

**16.601(3) Exhibits.** If protected information must be included in an exhibit pursuant to rules 16.603(2) and 16.603(4), the submitting party must inform the court of the inclusion of protected information and request that the exhibit be treated as a confidential document. Within 14 days of the submission of the exhibit, the submitting party shall electronically file a redacted copy of the exhibit that will be made available to the public. Any disagreement as to the proper redaction of the exhibit shall be decided by the court. The system will only allow viewing of the unredacted protected information by parties with the proper access. For additional information and rules regarding exhibits, *see* rule 16.412.

#### Redacting a Proposed Exhibit Submission from eFlex

The electronic filing system permits the filer to redact a document in the same submission or subsequently at a later time. Submitting a filing with a redacted version prevents confidential information from being exposed to the public once the court admits an exhibit at hearing or trial.

To submit a redaction in the same filing begin by filing as normal and uploading the exhibit using the document type '**EXHIBIT – PROPOSED.**' A redacted exhibit must have all protected information blacked out or removed before being uploaded to the system. Choose '**REDACTION**' as the document type and upload your document. Once the '**Add**' button is clicked the application will direct the filer to the Redaction page.

**Case Number : SCSC123456**

Document Category: REDACTION

Document Type \*: REDACTION

Additional Text

Filed under order to seal    Date of order to seal:

Acceptable File Format Type(s) (\*.pdf)    **Upload the redacted version when selecting file location**

Document Location: C:\Users\milo77\Desktop\REDACTION.pdf    **Browse...**

Add to Submission    **Add**

Document Name	View Document	Edit Data	Size	Remove
EXHIBIT - PROPOSED	EXHIBIT TEST 1.pdf		0.08 MB	
EXHIBIT - PROPOSED	EXHIBIT TEST 2.pdf		0.08 MB	
EXHIBIT - PROPOSED	EXHIBIT TEST 3.pdf		0.08 MB	
Total Size:			0.24 MB	

**Back**    **Move to Draft**    **Next**

**Redaction Screen:**

The redaction screen is shown in two parts to designate “Previously Filed Documents” and “Documents in this filing.” For the purposes of redacting exhibits in the current filing you must scroll down the page.

Each filing in the current submission will have a preceding button to the left. Mark the button for the exhibit that the redaction corresponds with. When completed click on the ‘Next’ button to return to the ‘Add a Document’ page.

**Documents in this filing**

EXHIBIT - PROPOSED Exhibit 1

EXHIBIT - PROPOSED Exhibit 2

EXHIBIT - PROPOSED Exhibit 3

**Back**    **Next**

**Add a Document Screen:**

The uploaded redaction is now paired with the original proposed exhibit. A separate line will appear below the original submission and will remain linked through the Clerk’s approval process.

Document Name	View Document	Edit Data	Size	Remove
EXHIBIT - PROPOSED Exhibit 1	EXHIBIT TEST 1.pdf		0.08 MB	
- REDACTION	REDACTION.pdf		0.08 MB	
EXHIBIT - PROPOSED Exhibit 2	EXHIBIT TEST 2.pdf		0.08 MB	
EXHIBIT - PROPOSED Exhibit 3	EXHIBIT TEST 3.pdf		0.08 MB	
Total Size:			0.32 MB	

**Back**    **Move to Draft**    **Next**

Continue to upload any redactions for remaining proposed exhibits in the existing filing submission. Once completed review the information and submit the filing to the Clerk for approval.

## Redacting a Previously filed Document in eFlex

To redact a previously filed document you must be filing on the existing case. Choose **'REDACTION'** as the document type and upload your document. Once the **'Add'** button is clicked the application will direct the filer to the Redaction page.

### Redaction Screen:

As mentioned earlier the redaction screen is shown in two parts to designate *"Previously Filed Documents"* and *"Documents in this filing."* For the purposes of redacting exhibits from a previous filing, you must select a document from the case history.

**Case Number : SCSC123456**

### Redaction

Select the document associated to this redaction

**Previously Filed Documents**

*Make selection from the case history*

	Document Name	Date Filed	Filed by or in behalf of
<input type="radio"/>	- DISMISSED PER 90 DAYS 631.8 NOTICE OF DISMISSAL	12-28-2011	
<input type="radio"/>	- TRANSCRIPT PREPARED BY CLERK TRANSCRIPT OF JUDGMENT	12-28-2011	
<input type="radio"/>	- DISMISSED PER 90 DAYS 631.8 NOTICE OF DISMISSAL	01-03-2012	
<input type="radio"/>	- NOTICE NOTICE TO COMPLY W/PERIODIC REPORT	01-03-2012	
<input type="radio"/>	- NOTICE NOTICE TO COMPLY W/PERIODIC REPORT	01-03-2012	
<input type="radio"/>	- NOTICE NOTICE TO COMPLY W/PERIODIC REPORT	01-03-2012	
<input type="radio"/>	- DISMISSED DISMISSAL	01-03-2012	
<input type="radio"/>	- EXECUTION - GENERAL GENERAL EXECUTION	01-04-2012	
<input type="radio"/>	- WRIT OF POSSESSION WRIT OF REMOVAL AND POSSESSION	01-05-2012	
		01-05-	

Each entry in the case history will have a preceding button to the left. Mark the button for the exhibit (or filing) that the redaction corresponds with, then click on the **'Next'** button (bottom of the page) to return to the *'Add a Document'* page.

**NOTE:** When redacting an admitted exhibit be sure to redact the correct version. Do not redact the 'Proposed' version as the system will automatically seal at a document level setting of '2' which restricts viewing to self-represented litigants and above.

### Add a Document Screen:

The uploaded redaction will not be paired with a concurrent filing, but will instead name the document type of what is being redacted. The Clerk’s approval process will link the new version with the existing filing. The redaction now becomes the public document and the original filing will change to a document security setting of ‘1’ to shield it from public view.

Document Name	View Document	Edit Data	Size	Remove
<b>REDACTION</b> Redaction of: NOTICE — Filing being redacted	<a href="#">REDACTION.pdf</a>		0.08 MB	
			Total Size: 0.08 MB	

[Back](#)
[Move to Draft](#)
[Next](#)

### Viewing Redactions from the Case History

The case history will display both the original and the redacted version. When exhibits are redacted public users can view the evidence of a case without accessing protected or sensitive information. The original version will stay outside of public view. Case parties and attorneys will still have the ability to see the original version.

File Date	Case History
10-21-2015 02:49:00 PM Court	<b>EXHIBIT (#59)</b> — Level 1 security 1A / TEST 1 EXHIBIT 1 - <b>REDACTION (#59) - REDACTED</b> — Public EXHIBIT 1 Filed by: Court
10-21-2015 02:49:00 PM Court	EXHIBIT (#60) 2 / TEST 2 EXHIBIT 2 - REDACTION (#60) - REDACTED EXHIBIT 2 Filed by: Court
10-21-2015 02:49:00 PM Court	EXHIBIT (#61) 3 / TEST 3 EXHIBIT 3 - REDACTION (#61) - REDACTED EXHIBIT 3 Filed by: Court
	EXHIBIT - PROPOSED (#59) <b>Admitted</b> 1A / TEST 1

## Redacting Filings Submitted by Other Parties

eFlex does permit a filer to redact a filing he/she did not originally submit. The system will store a completely new filing and elevate the document security of the original to confidential. This protects against the opposite party trying to hide information on the public record, but still allows a moving party to have something redacted by a judge's order.

This is a rare occurrence and may require some intervention on the clerk's behalf. If you have a need for redacting a filing you did not originally submit, please contact the clerk in your county or the District Compliance Coordinator (515-286-3778).