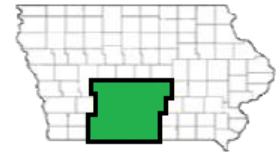


5th Judicial District

Electronic Document Management System

Electronic Case Security Guide



- Level 0 :** *Public Access*
- Level 1:** *Case Parties - Confidential (must be registered in the eFlex system and linked to a case)*
- Level 2:** *Self Represented Case Parties; Government Agencies*
- Level 3:** *Case Attorneys*
- Level 4:** *County Attorneys*
- Level 5:** *Authorized Court Personnel*
- Level 6:** *Reserved (not defined)*
- Level 7:** *Reserved (not defined)*
- Level 8:** *Judges, Magistrates, and authorized court personnel as designated by the Clerk of Court*
- Level 9:** *Judges, Clerks of Court, and IT Support*

NOTE: Level 8 is generally reserved for expunged items and level 9 is for the complete sealing of a record (i.e. adoption decrees, settlement agreements).

The Clerk will not seal something at the general direction of the attorney. A judge must order the specific filing to be sealed and the Clerk will use the language in the order to determine what level it is sealed at. If the order allowing a document to be sealed is filed, the eFlex system allows the attorney to submit the document under seal by entering the date of that order (see screenshot below). From that point forward access is restricted based on the security level of the document.

Document Type *	-- select a Document Type --		
Additional Text	<input type="text"/>		
	<input type="checkbox"/>	Filed under order to seal	Date of order to seal <input type="text"/>
	Acceptable File Format Type(s) (*.pdf)		
Document Location	<input type="text"/>		Browse...
Add to Submission	<input type="button" value="Add"/>		