

NJ Judiciary eCourts Criminal Document Security

New Jersey Administrative Office of the Courts



Overview

The eCourts Criminal document decurity feature allows users to limit access to selected uploaded documents in a filing, or the entire filing, by setting an access restriction based on Court Rule 1:38.

- There are 4 levels of access restriction:
 - 1. Public Viewable by all eCourts users



- 2. Confidential Viewable by all case attorneys and the Court
- 3. Restricted Viewable by the defendant's attorney of record, case prosecutor and the Court
- 4. Protected Viewable by the filer and the Court
- The Case Jacket will display the access restriction level and the selected section of Court Rule 1:38.
- Please note the Court may require re-filing a document, or a filing, if an inappropriate access level is selected.

Steps to follow:

- 1. Search for a Case using Promis/Gavel Case No., Indictment/Accusation No. or Complaint No.
- 2. Confirm case. You will receive notification if any party on the case requires paper notification.
- 3. Select filing type and description, plus motion type, if filing is motion related.
- 4. Select your filing role.
- 5. Select defendant.
- 6. Select additional cases you want to submit this filing for (Part of multi-case).
- 7. Remaining steps are displayed in the following slides as the functionality is described.

Uploading a Document to a Filing – Reference Link

By selecting the link, circled below, a copy of Court Rule 1:38 will appear for reference.

e	COURTS HOME eFILING CAS	E JACKET	User: 036871988, J. CAR	TER Firm: PUBLIC DEFENDER MONMOUTH					
U	Upload Documents & Enter Filing Details								
В	ack								
Са	se Details: County: MONMOUTH	Indictment/Acc	usation No.: 14-03-00582-A P/G Case #: 14000249-0	001					
с	ase Caption: STATE OF NEW JERSEY V	S LEE JAMES, ET AL	Case Initiation Date: 01/17/2014 Prosecutor: JONES, DONALD						
Do	cument to be Filed								
Se	elected Filing Type: MOTION RELATED	Selected Filing Descr	iption: FILE A NEW MOTION Selected Motion Type: BAIL REDUCT	ION					
Fil	ing Role in Case								
Se	elected Filing Role in the Case: DEFENSE	ATTY/DFNT							
Up	load Required Documents								
All	documents are considered to be available	ailabe to the public	unless otherwise provided by Rule 1:38 et. se. <u>Click here</u> for a	dditional information.					
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Uploading a Document to a Filing - Certification

Certify that all personal identifiers have been redacted prior to uploading the document(s).

eCOURTS HOME eFILING CASE JACKET USer: 036871988, J. CARTER Firm: PUBLIC DEFENDER MONMOUTH								
Upload Documents & Enter Filing Details								
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Filing Role in Case								
Selected Filing Role in the Case: DEFENSE ATTY	Y/DFNT							
Upload Required Documents								
All documents are considered to be availabe to	the public unless otherwise provided by Rule	1:38 et. seq. <u>Click here</u> for additional information.						
To upload documents please accept the followir	ing:							
✓ I certify that I have redacted all confide	ential personal identifiers from all documents inc	cluded in this electronic submission pursuant to Rule 1:38	3-7.					
Please Note: Each required document must be su	submitted as individual attachments. Use the 😏 t	button to add any extra documents and their respective	information.					
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Uploading a Document to a Filing – Selecting Access Level

Hovering over the (?) in the column header will provide a pop-up explaining the available access restriction levels.

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c	ase Caption: STA	TE OF NEW JE	RSEY VS LEE JA	MES, ET AL	Case	Initiation Date: 01/17/2014 Prosecutor: JONES, DONALD				
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Uploading a Document to a Filing – Selecting Access Level

- Select the applicable section(s) of Rule 1:38 by using the checkboxes to indicate the specific reason(s) that the document is not Public.
- Expand and collapse the twisty using the arrow icons in the blue section header.
- Select the Cancel and Apply buttons to cancel or apply the rules.

se D	Select Access Restriction reason(s) pursuant to Rule 1:38	
ase C	Concell Apply	
cum	Cancer Appry	
elect	1:38-3 Court Records Excluded from Public Access. Rule 1:38 et. seq <u>Click here</u>	
ing	* (a) General.	
lect	Records required to be kept confidential by statute, rule, or prior case law.	
oac	(c) Records of Criminal and Municipal Court Proceedings.	
doci	(1) Discovery materials	
unic	(2) Writs to produce prisoners	
ip ic	(3) Sealed Indictments	
•	4) Records relating to grand jury proceedings	
sel	(5) Records for participants in Drug Court Programs and Pre-trial Intervention	
	(6) Victim statements	
	(7) Expunged records	
	(8) Reports of the Diagnostic Center (ADTC/Avenel)	
	 (9) Records relating to child victims of sexual assault or abuse 	
	 (10) Search warrants and the affidavit or testimony the warrant is based on 	
	(11) Documents, records and transcripts related to Megans Law proceedings	
	(12) Information on victims/alleged victims of domestic violence or sexual offenses	
	 (d) Records of Family Part Proceedings. 	
	🔻 (e) Guardianship.	pl
*	 (f) Records of Other Proceedings. 	pl
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	Cancel Apply	- 12
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Uploading a Document to a Filing – Attach the Document

Select the Browse button to attach a document.

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Upload	📜 Libraries	ᄎ Facts, Procedural History, Legal Argument	3/7/2014 9:39 AM	Adobe Acrobat Doc	82 KB		
Opload		🔁 Filed Brief in eCourts - Blue Strip	3/7/2014 9:47 AM	Adobe Acrobat Doc	340 KB		
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		👜 🗎 Order - Proposed	5/22/2014 10:16 AM	Microsoft Word Doc	25 KB	-	
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To upload doo			Onen Cancel				
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Please Note: E	ach required document mus	t be submitted as individual attachments. Use th	e <table-cell-rows> button to add ar</table-cell-rows>	ny extra documents a	nd their respect	ive info	rmation.
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Uploading a Document to a Filing – Reviewing Selections

After attaching a document, the access restriction level will be a hyperlink that, when clicked on, displays the section(s) of Court Rule 1:38 that were selected.

eC	OURTS HOME eFILING	CASE JACKET	1	User: 036871988	, J. CARTER Firm: PUBLIC DEFENDER N	NONMOUTH				
Upload Documents & Enter Filing Details										
Ba	Back									
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	✓ I ceruiy maci nave rega	ere au connoential persona	a identifiers from all documents included in unit	s electronic subi	mission pursuant to Rule 1:30-7.					
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Case Jacket

If all documents in a filing are marked with a *non-public* access restriction, the entire filing will be marked as "Confidential." Otherwise, the filing will not be marked "Confidential" but the individual restricted documents will be indicated as shown below.



• When viewing a filing on the case jacket, the document list will display the selected access restriction and reason, if applicable, for the specific document.





Review – Document Security

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