

**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.

**Table of Contents**

File Confidential Documents .....	2
Select Confidential Access Restriction .....	2
Attach Document .....	4
Change Access Restriction Back to Public .....	5
Confidential Documents in the Case Jacket .....	6
Parties with Access.....	6
Parties without Access.....	7

## 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, unless otherwise required by statute, rule, administrative directive or court order.

	Document Name	Document Description	Access Restrictions	File Name
1	* MOTION FOR DISMISSAL	MOTION FOR DISMISSAL	PUBLIC	Choose File No file chosen
	* Proposed Order	Proposed Order	PUBLIC	Choose File No file chosen
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion	PUBLIC	Choose File No file chosen
	Brief/Letter Brief	Brief/Letter Brief	PUBLIC	Choose File No file chosen
	Proof of Service	Proof of Service	PUBLIC	Choose File No file chosen
	* Exhibit	Exhibit A	PUBLIC	Choose File No file chosen
+				

2

CONFIDENTIAL  
 PUBLIC

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

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

Cancel
Apply

3

- ▶ (a) General.
- ▶ (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.**

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

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

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

▶ (e) **Guardianship.**

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

(1) Records pertaining to mediation sessions and complementary dispute resolution proceedings

(2) Records and transcripts of Civil commitment proceedings

(3) Police investigative reports

(4) Records that are impounded or subject to a protective order

(5) Division records pertaining to any investigations and reports made by court staff, by court order for a court or about a probationer (For example, Bail Intake, 5A, PSI/PSR)

(6) Division records containing information about persons receiving/ordered to pay child support

(7) Judiciary records that contain identifying information about a person who has/is suspected of having AIDS or HIV infection

(8) Records of appeals from the Division of Developmental Disabilities

(9) Written requests by a crime victim or deceased victims immediate family for a record to which the victim is entitled

Cancel Apply

**Attach Document**

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

**Upload Required Documents**

To upload documents please accept the following:

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	Document Name	Document Description	Access Restrictions	File Name
	* MOTION FOR DISMISSAL	<a href="#">MOTION FOR DISMISSAL</a>	PUBLIC	Sample Motion 1.pdf
	* Proposed Order	<a href="#">Proposed Order</a>	PUBLIC	Proposed Order.docx
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	Brief/Letter Brief	Brief/Letter Brief	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	Proof of Service	Proof of Service	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	* Exhibit <input type="button" value="v"/>	<input type="text" value="Exhibit A"/>	CONFIDENTIAL <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen

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.

HOOKS, ROB  
 Adversary  
 UVF PVT. LIT  
 Upload Re  
 To upload d  
 \*  I certi  
 requir

**Access Restriction Reason(s):** 9


Access Restriction Reason(s): 8

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

	Document Name	Document Description	Access Restrictions	File Name
	* MOTION FOR DISMISSAL	<a href="#">MOTION FOR DISMISSAL</a>	PUBLIC	Sample Motion 1.pdf
	* Proposed Order	<a href="#">Proposed Order</a>	PUBLIC	Proposed Order.docx
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	Brief/Letter Brief	Brief/Letter Brief	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	Proof of Service	Proof of Service	PUBLIC <input type="button" value="v"/>	<input type="button" value="Choose File"/> No file chosen
	Exhibit	<a href="#">Exhibit A</a>	<b>CONFIDENTIAL</b>	Sample Generic.pdf

**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.

**Upload Required Documents**

To upload documents please accept the following:

















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	* Proposed Order	Proposed Order	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
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	Document Name	Document Description	Access Restrictions	File Name
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	* Proposed Order	Proposed Order	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
	Affidavit/Certification in Support of Motion	Affidavit/Certification in Support of Motion	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
	Brief/Letter Brief	Brief/Letter Brief	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
	Proof of Service	Proof of Service	PUBLIC 	 <input type="button" value="Choose File"/> No file chosen
				

**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.

Docket Number: ATL L 000009 - 23

Back Create Summary Report

Case Caption: Hooks Robert Vs Carter Takesha  
 Court: Civil Part  
 Case Type: Insurance Fraud  
 Case Track: 4  
 # of Discovery Days: 450  
 Original Discovery End Date:  
 Original Arbitration Date:  
 Original Trial Date:  
 Disposition Date:

Venue: Atlantic  
 Case Status: Active  
 Judge:  
 Age of Case: 00 YR 10 MO  
 Current Discovery End Date:  
 Current Arbitration Date:  
 Current Trial Date:  
 Case Disposition: Open

Case Initiation Date: 01/11/2023  
 Jury Demand: None  
 Team: 0  
 Consolidated Case: N  
 # of DED Extensions: 0  
 # of Arb Adjournments: 0  
 # of Trial Date Adjournments: 0  
 Statewide Lien:

Plaintiffs (3) Respondents (3) ACMS Documents (3) Fees (3)

- ▶ Robert Hooks AKA
- ▶ Dix Pvt. Ltd. AKA
- ▶ Kyle Levy AKA

Case Actions

Documents

Select All

MOTION FOR DISMISSAL

Proposed Order

Exhibit A

Access Restriction

CONFIDENTIAL Rule 1:38-3(a)(1),(f)(3)

Cancel Save/Print Selected Documents

Filed Date	Filings	Docket Text	Transaction ID	Entry Date	Entered By
01/11/2023		Verified Complaint for ATL-L-000009-23 submitted by MOLDOVAN, TEST LT, HOLLANDER, STRELZIK, PASCULLI, ET AL on behalf of ROBERT HOOKS, DIX PVT. LTD., KYLE LEVY against TAKESHA CARTER, UVF PVT. LTD., ZOILA SOTO	LCV2023534	01/11/2023	007412010
12/05/2023		Answer submitted by BATZEL, CHARLES, SAMUEL of ANDREWS & AA LAW FIRM5 on behalf of TAKESHA CARTER, UVF PVT. LTD. against ROBERT HOOKS, DIX PVT. LTD.	LCV202315732	12/05/2023	029262010
12/05/2023		MOTION FOR DISMISSAL submitted by BATZEL, CHARLES, SAMUEL of ANDREWS & AA LAW FIRM5 on behalf of ROBERT HOOKS against UVF PVT. LTD.	LCV202315737	12/05/2023	029262010

Showing 1 to 3 of 3 entries

CONFIDENTIAL QA ATL-L-000009-23 12/05/2023 6:23:04 PM Pg 1 of 12 Trans ID: LCV202315737

**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.

**Docket Number: ATL L 000009 - 23**

[Back](#) [Create Summary Report](#)

Case Caption: Hooks Robert Vs Carter Takesha  
 Court: Civil Part  
 Case Type: Insurance Fraud  
 Case Track: 4  
 # of Discovery Days: 450  
 Original Discovery End Date:  
 Original Arbitration Date:  
 Original Trial Date:  
 Disposition Date:







Venue: Atlantic  
 Case Status: Active  
 Judge:  
 Age of Case: 00 YR 10 MO  
 Current Discovery End Date:  
 Current Arbitration Date:  
 Current Trial Date:  
 Case Disposition: Open

Case Initiation Date: 01/11/2023  
 Jury Demand: None  
 Team: 0  
 Consolidated Case: N  
 # of DED Extensions: 0  
 # of Arb Adjournments: 0  
 # of Trial Date Adjournments: 0  
 Statewide Lien:

Plaintiffs (3) Respondents (3) ACMS Documents (3) Fees (3)

- ▶ Robert Hooks AKA
- ▶ Dix Pvt. Ltd. AKA
- ▶ Kyle Levy AKA

Case Actions

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Showing 1 to 3 of 3 entries

**Documents** ✕

Select All

MOTION FOR DISMISSAL

Proposed Order

Exhibit A

Access Restriction  
CONFIDENTIAL Rule 1:38-3(a)(1),(f)(3)

[Cancel](#) [Save/Print Selected Documents](#)