

# Guide to e-filing confidential information in the trial and appellate courts

When e-filing any document in a trial or appellate court, follow the rules below to protect confidential information.

	Confidential cases	Public cases			
If the...	Entire case is confidential by rule or statute	Entire contents of document are NOT confidential	Entire contents of document ARE confidential	Document contains BOTH public and confidential information that is necessary for the disposition of the case	Document contains BOTH public and confidential information that is NOT necessary for the disposition of the case
File public access version?	⊘ NO	✔ YES	⊘ NO	✔ YES	✔ YES
🔒 Document security	<i>Not applicable</i>	Public document	<i>Not applicable</i>	Public document	Public document
📄 Details	<i>Not applicable</i>	File as the lead document.	<i>Not applicable</i>	File as the lead document. Confidential text should be redacted or omitted. Omitted pages should be replaced with placeholders.	File as the lead document. Confidential text should be redacted or omitted. Omitted pages should be replaced with placeholders.
File non-public access version?	✔ YES	⊘ NO	✔ YES	✔ YES	⊘ NO
🔒 Document security	Confidential document under Records Access rules.	<i>Not applicable</i>	Confidential document under Records Access rules.	Confidential document under Records Access rules.	<i>Not applicable</i>
📄 Details	All documents in the case are confidential	<i>Not applicable</i>	File as the lead document. Do not redact.	File as an attachment to the public access version. Do not redact.	<i>Not applicable</i>
File Notice of Exclusion?	⊘ NO	⊘ NO	✔ YES	✔ YES	✔ YES, with exceptions
🔒 Document security	<i>Not applicable</i>	<i>Not applicable</i>	Public document	Public document	Public document
📄 Details	<i>Not applicable</i>	<i>Not applicable</i>	File separately as a lead document with "Notice of Exclusion" filing code.	File separately as a lead document with "Notice of Exclusion" filing code.	File separately as a lead document with "Notice of Exclusion" filing code.

## What about multi-volume appellate appendices?

- You will always divide your appendix document into at least 2 PDF files (2 volumes). Each volume is limited to the lesser of 250 pages or 20 MB.
- Volume 1 will **always** be the table of contents for the entire appendix, and it should **never** contain confidential information.
- Depending on the number of pages in the entire appendix and the file size, you may only need one additional volume (Volume 2), or you may need more volumes (Volumes 3, 4, 5, etc.). Each volume should begin with a front page on page 1.
- **Treat each volume (each PDF file) of an appendix just as you would any other document as described in the table above.**

No notice of exclusion is required to explain the redaction of:

- complete social security numbers of living persons
- complete account numbers, PINs and passwords

[See Access to Court Records Rule 5\(C\)](#)

 To learn more about confidential & public cases, see [Access to Court Records Rules](#);

To learn more about filing a Notice of Exclusion, see [Access to Court Records Rules](#) and [Appellate Rule 23\(F\)](#).