



NJ Judiciary eCourts Criminal Document Security

New Jersey Administrative Office of the Courts



The eCourts Criminal document security 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.

eCOURTS HOME eFILING CASE JACKET User: 036871988, J. CARTER Firm: PUBLIC DEFENDER MONMOUTH

Upload Documents & Enter Filing Details

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Case Details: County: MONMOUTH | Indictment/Accusation No.: 14-03-00582-A | P/G Case #: 14000249-001

Case Caption: STATE OF NEW JERSEY VS LEE JAMES, ET AL Case Initiation Date: 01/17/2014 Prosecutor: JONES, DONALD

Document to be Filed

Selected Filing Type: MOTION RELATED Selected Filing Description: FILE A NEW MOTION Selected Motion Type: BAIL REDUCTION

Filing Role in Case


Selected Filing Role in the Case: DEFENSE ATTY/DFNT


Upload Required Documents

All documents are considered to be available to the public unless otherwise provided by Rule 1:38 et. seq. [Click here](#) for additional information.

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.

Please Note: Each required document must be submitted as individual attachments. Use the  button to add any extra documents and their respective information.

Document Type	Access Restriction (?)	File Name	Document Description
* NOTICE OF MOTION	PUBLIC	<input type="text"/> Browse...	
BRIEF	PUBLIC	<input type="text"/> Browse...	<input type="text" value="BRIEF"/> Upload
			

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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).

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* NOTICE OF MOTION	PUBLIC	<input type="text"/> Browse...	
BRIEF	PUBLIC	<input type="text"/> Browse...	<input type="text" value="BRIEF"/> Upload
+			

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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.

eCOURTS HOME eFILING CASE JACKET User: 036871988, J. CARTER Firm: PUBLIC DEFENDER MONMOUTH

Upload Documents & Enter Filing Details

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BRIEF	PUBLIC	<input type="text"/> Browse...	<input type="text" value="BRIEF"/> Upload
+			

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Public: ALL
Confidential: All Case Attorneys and Court
Restricted: Defense Attorney*, Prosecutor and Court
Protected: Filer and Court Only

*Defendant-specific

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.

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

1:38-3 Court Records Excluded from Public Access. Rule 1:38 et. seq. [Click here](#)

(a) General.

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

(c) Records of Criminal and Municipal Court Proceedings.

(1) Discovery materials

(2) Writs to produce prisoners

(3) Sealed indictments

(4) Records relating to grand jury proceedings

(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.

(f) Records of Other Proceedings.

Cancel Apply

Uploading a Document to a Filing – Attach the Document

Select the Browse button to attach a document.

The screenshot shows a web application interface for uploading documents. A "Choose File to Upload" dialog box is open, displaying a file list. The selected file is "Notice of Motion" (31 KB, Adobe Acrobat Doc...). Below the dialog, a table lists document types with "Browse..." buttons highlighted in red.

Document Type	Access Restriction (?):	File Name	Document Description
* NOTICE OF MOTION	CONFIDENTIAL	<input type="text"/> Browse...	
BRIEF	PUBLIC	<input type="text"/> Browse...	<input type="text"/> Upload

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.

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Upload Documents & Enter Filing Details

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✔ Document has been uploaded successfully.

Access Restriction Reason(s):

Rule 1:38 et. seq [Click here](#) [Close](#)



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

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

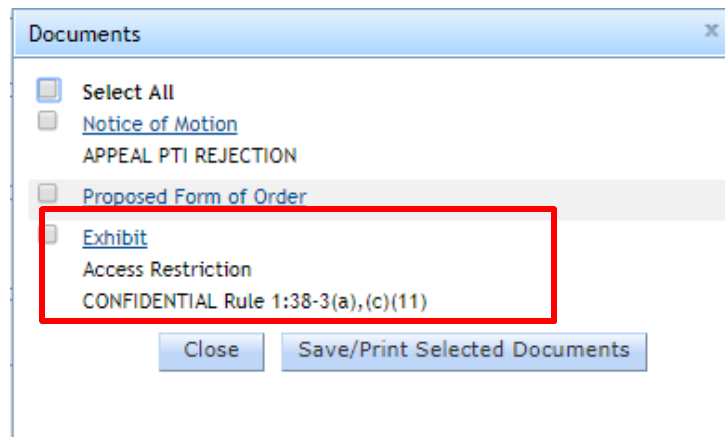
Please Note: Each required document must be submitted as individual attachments. Use the **+** button to add any extra documents and their respective information.

	Document Type	Access Restriction (?):	File Name	Document Description
	NOTICE OF MOTION	CONFIDENTIAL	Notice of Motion.pdf	BAIL REDUCTION
	BRIEF	PUBLIC <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text" value="BRIEF"/> <input type="button" value="Upload"/>

- 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.

05/25/2017	BOLESNA, BEATA A	 	CONFIDENTIAL Motion - APPEAL PTI TERMINATION submitted by SEANA PAPPAS of ATTORNEY GENERAL CRIMINAL JUSTICE on behalf of the State of NJ	CRM20173995	05/25/2017
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- 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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