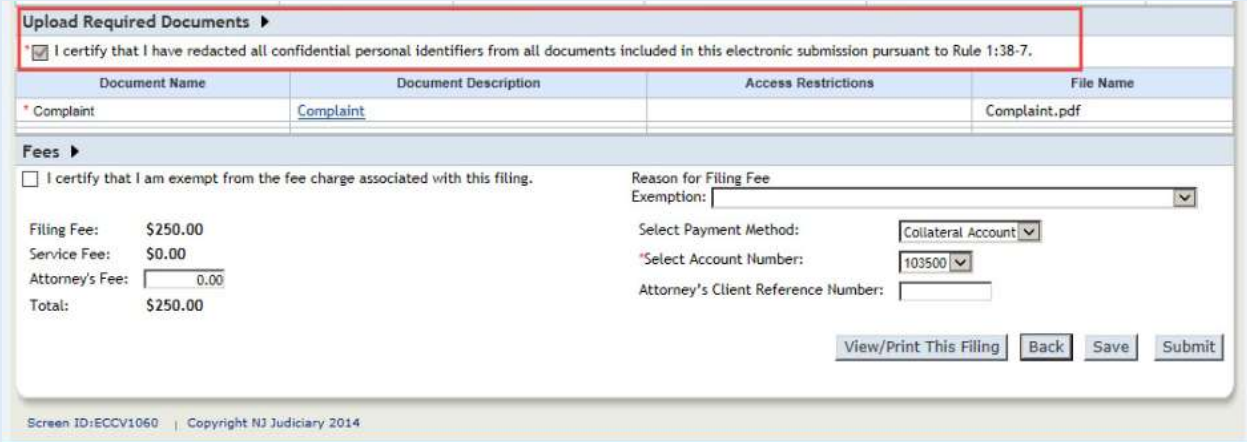


<p>This Guide is for: eCourts registered Attorneys</p> <p>Topic: How to Submit Filings That Contain Confidential Personal Information.</p>	<p>eCourts - How to Submit Filings That Contain Confidential Personal Information</p> <p>eFiling requires that filers comply with Rule 1:38-7 and submit ONLY redacted documents via the eCourts system. Filings which contain confidential personal identifiers must be filed to the court through standard mail.</p>								
<p>1. What is a personal identifier?</p>	<p>By Rule 1:38-7(a) examples of confidential personal identifiers include:</p> <ol style="list-style-type: none"> 1. Social Security numbers 2. driver’s license numbers 3. a vehicle plate number 4. an insurance policy number 5. an active financial account number or active credit card number 								
<p>2. Certification When a filer submits documents via eCourts it is necessary to certify that ALL personal identifiers have been redacted.</p>	 <p>The screenshot shows the 'Upload Required Documents' section with a checked checkbox: 'I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.' Below this is a table:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Description</th> <th>Access Restrictions</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>* Complaint</td> <td>Complaint</td> <td></td> <td>Complaint.pdf</td> </tr> </tbody> </table> <p>The 'Fees' section includes a fee schedule and a payment method dropdown set to 'Collateral Account' with account number '103500'.</p>	Document Name	Document Description	Access Restrictions	File Name	* Complaint	Complaint		Complaint.pdf
Document Name	Document Description	Access Restrictions	File Name						
* Complaint	Complaint		Complaint.pdf						
<p>3. Standard Mail</p>	<p>Filings where personal identifiers are necessary:</p> <p>When confidential personal identifiers are required by statute, rule, or court order to be included in documents or pleadings (Applications for any writ, order or judgment, etc.) these must be filed to the court via standard mail. ONLY redacted documents may be submitted via the eCourts system.</p>								