

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 information and confidential information that is necessary for the disposition of the case	Document contains BOTH public information 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 Admin. R. 9.	<i>Not applicable</i>	Confidential document under Admin. R. 9.	Confidential document under Admin. R. 9.	<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
🔒 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 the "Notice of Exclusion" filing code.	File separately as a lead document with the "Notice of Exclusion" filing code.	File separately as a lead document with the "Notice of Exclusion" filing code.

📌 To learn more about the difference between confidential and public cases, see [Administrative Rule 9](#). To learn more about filing a Notice of Exclusion, see [Administrative Rule 9](#) and [Appellate Rule 23\(F\)](#).

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.**