

9 Redaction Feature

Topics covered in this chapter

- ◆ Entering a Filing with Redacted Documents
- ◆ Deleting a Redaction
- ◆ Working with an Existing Redaction
- ◆ Redaction Editor Toolbar

The eFile application supports the Redaction feature. Redaction refers to the removal or obscuring of sensitive information, such as Social Security numbers. Filers can redact a document, view the redacted document, and then make modifications, if necessary, before uploading the redacted document to the case management system.

Note: The Redaction feature is configured by Tyler and may not be available on your system.

Note: You can perform redactions by using the Redaction Editor (which is displayed as the Tyler Content Manager window). This window opens in a separate tab in your browser. You must enable pop-ups in your browser settings to view the Redaction Editor (Tyler Content Manager window) and to perform redactions. The icons that are visible in the Redaction Editor (Tyler Content Manager window) may differ slightly from the screen shots contained in this document.

The following data is automatically redacted:

- Social Security Number
- Tax ID Number/Federal ID Number
- Credit Card Numbers
- Bank/Financial Account Numbers
- Dates of Birth
- Driver's License Numbers
- Passport & Government ID Numbers
- Home addresses
- Minor names – indexed

Entering a Filing with Redacted Documents

You can enter a filing in which you upload a lead document (and attachments, if applicable) and then redact the documents that you uploaded.

Note: The Redaction feature is configured by Tyler and may not be available on your system.

To enter a filing with redacted documents:

1. On the Dashboard page, click



The Start Filing page is displayed.



Figure 9.1 — Start Filing Page

2. Select the location from the Location drop-down list.
The New Case and the Existing Case panes are displayed.

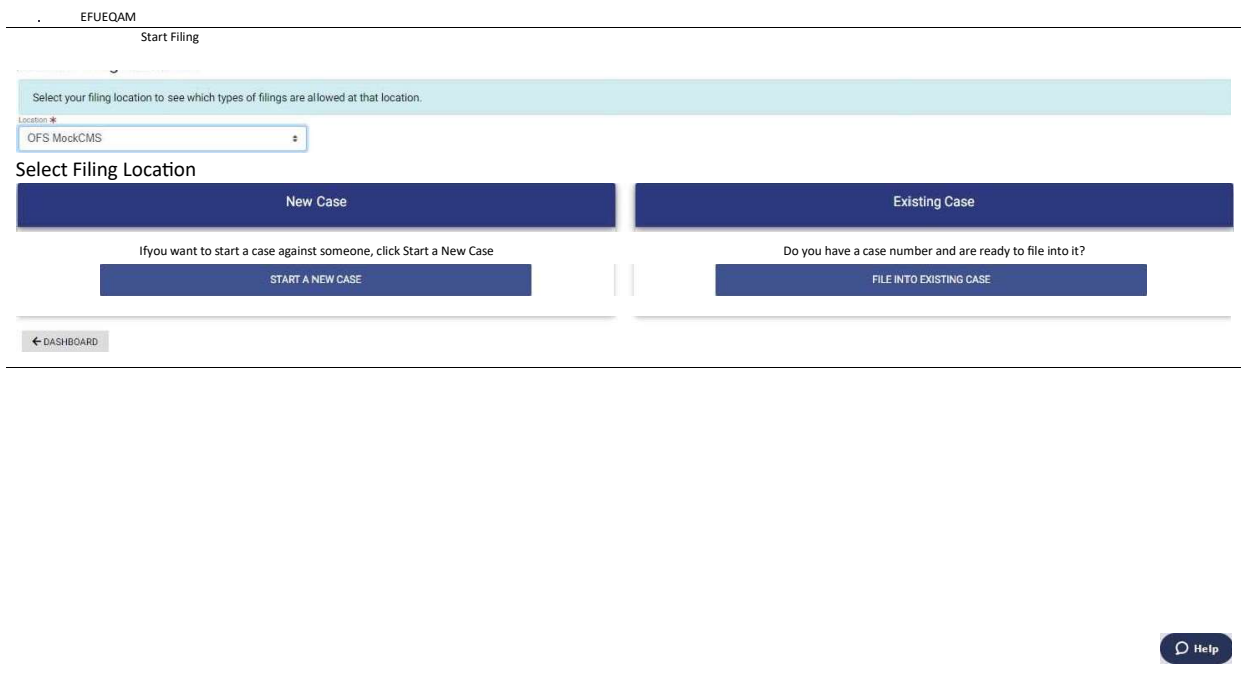


Figure 9 . 2- Start Filing Page with Case Panes Displayed



3. Click

The Preload Documents page is displayed.

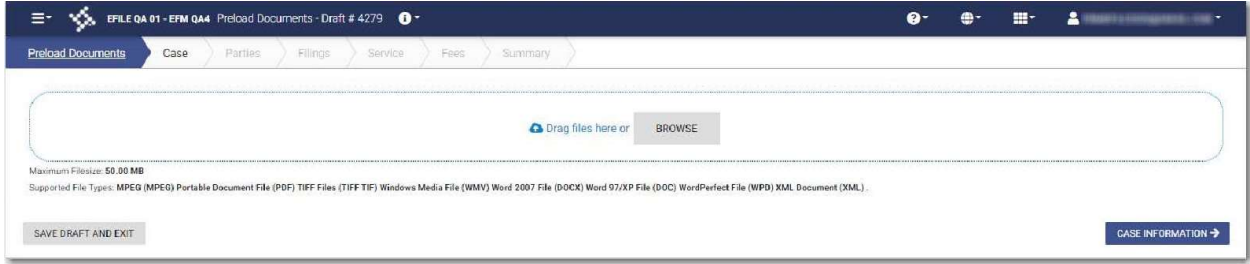
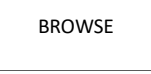


Figure 9.3 – Preload Documents Page—Blank



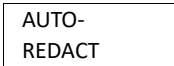
4. Click to look for the documents that you want to upload.

5. Select each document to be uploaded.

The documents that you selected are listed on the Preload Documents page.



Figure 9.4 — Preload Documents Page with an Uploaded Document



6. Click

Note: The redaction process begins immediately, and you can continue with your case filing while the documents are being redacted. When your document has successfully been redacted, a green message is displayed, indicating that the redaction was completed. The message also indicates how many redactions were performed.

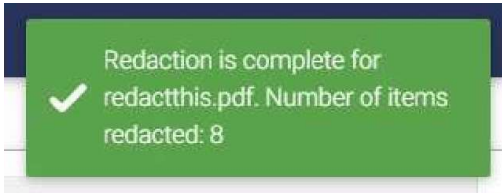


Figure 9.5 — Example of a Message for a Completed Redaction

7. Click **CASE INFORMATION →** to continue with your filing.

The Case Information page is displayed.

8. Complete the required fields on the Case Information page, and then click **PARTIES →**.
The Parties page is displayed.

Entering a Filing with Redacted Documents

9. Complete the required fields on the Parties page, and then click **FILINGS →**. The Filings page is displayed.

10. Complete the required fields on the Filings page, and then click **SERVICE →**. The Service page is displayed.

11. Complete the required fields on the Service page, and then click **FEES**.
The Fees page is displayed.

12. Complete the required fields on the Fees page, and then click **SUMMARY →**.
The Summary page is displayed.

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Preload 00currentg Filings Service Fees &m-u-ny

Submission Agreements

I agree that this filing is in compliance with the RuECs for E-Filing must accept S_jbnisSi6n Agreements.

Case

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Category	Family	Type	Division Of Property
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Parties

Filing Type	Filing Code	Client Ref #	Filing Description
eFile Only	Acknowledgement		
Component	Document Name	Description	Security
Lead Document	Academic_Calendar_Fail_2019 (1).pdf	Academic_Calendar_Fail_2019 (1).pdf	Confidential (G)
Original Version			
Original			

Service

None

Lauren's Waiver	Perry Mason	George Doe	Default
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Waiver Selected

← FEES SAVE DRAFT AND EXIT SUBMIT

Calculating Fees.

Agreements Case Parties Filings Service

Fees SUBMIT

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Figure 9.6 — Sample Summary Page

EDIT REDACTIONS

13. Review the envelope summary. If you want to edit the redacted document, click

The Redaction Editor (Tyler Content Manager window) opens in a new tab in your browser.

Note: If the redaction of your document is not complete, an amber message is displayed, indicating that you cannot yet complete your filing. You must wait until the redaction is complete, and then a green message is displayed, informing you of the completion.

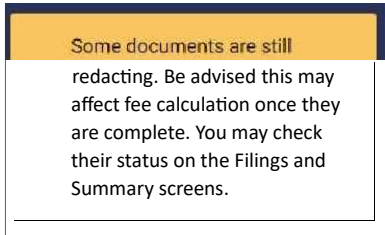


Figure 9.7 — Example of a Message with Redaction in Progress

14. Perform the necessary edits in the Redaction Editor, and then **a** click to save your changes, or click

to save your changes and close the viewer.

15. When you are done reviewing the envelope summary and have selected the check boxes for the submission agreements (if applicable), click **SUBMIT**.

Deleting a Redaction

After you mark a section to be redacted and before you close the Redaction Editor (Tyler Content Manager window), you can delete the specified redaction.

Note: The Redaction feature is configured by Tyler and may not be available on your system.

Note: You must enable pop-ups in your browser settings to view the Redaction Editor (Tyler Content Manager window).

To delete a redaction in a document before you have closed the Redaction Editor (Tyler Content Manager window):

1. Right-click the specified redaction.

The Annotation Notes dialog box is displayed.



Figure 9.8 — Annotation Notes Dialog Box

Note: On the Annotation Notes dialog box, you can annotate the redaction, copy the redaction, or cut the redaction and paste it in another part of the document. You can also view a detailed

Working with an Existing Redaction

history of the redactions that were performed in the document. Click to view the detailed history.

2. Click to delete the redaction.

The Delete Annotation dialog box is displayed.

Delete Annotation?

Are you sure you wish to delete this annotation?

Delete Cancel

Figure 9.9 — Delete Annotation? Dialog Box

Delete

3. Click to delete the specified redaction.


Working with an Existing Redaction

You can resize or move an existing redaction in the Redaction Editor (Tyler Content Manager window).

Note: The Redaction feature is configured by Tyler and may not be available on your system.

Note: You must enable pop-ups in your browser settings to view the Redaction Editor (Tyler Content Manager window).

To work with an existing redaction:

- 1 Turn off the manual redaction capability by clicking  .
2. Locate the existing redaction that you want to resize or move, and then click the block of text.
3. Resize the redaction, or move the redaction to another location in the document.








4. When you are done, click to save your changes, or click to save your changes and close the viewer.


Redaction Editor Toolbar

You can use icons to navigate in the Redaction Editor (which is displayed as the Tyler Content Manager window).

Note: The icons that are visible in the Redaction Editor (Tyler Content Manager window) may differ slightly from the screen shots contained in this document.

The following table describes the icons in the Redaction Editor (Tyler Content Manager window).

Icon	Description
	Click this icon to begin performing a redaction.
	Click this icon to stop performing a redaction.
	Click this icon to save the document.
	Click this icon to save and close the document.
	Click this icon to close the Tyler Content Manager (TCM) viewer.
	Click this icon to zoom in to a particular place in the document.
	Click this icon to zoom out.

	Click this icon to rubberband (that is, draw a border around) an area of the document in which you want to zoom.
	Click this icon to magnify an area of the document.
	Click this icon to fit the document to the window.
	Click this icon to fit the document to the height of the window.
	Click this icon to fit the document to the width of the window.
	Click this icon to view the first page of the document.
	Click this icon to view the previous page of the document.
	Use this window to view the current page of the document and the length of the document.
	Click this icon to view the next page of the document.

Redaction Editor Toolbar

Description

Icon	Description
	Click this icon to view the last page of the document.
	Click this icon to rotate the document to the right.
	Click this icon to rotate the document to the left.
	Click this icon to download the document. Note: You will be prompted to save the document before you download it.


	<p>Click this icon to display the thumbnail pane, where you can then navigate through the pages of the document. The thumbnail pane is displayed.</p> <p>Note: Click the icon again to close the thumbnail pane.</p>
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When the thumbnail pane is displayed, additional document options become available.



Figure 9.10 — Sample Thumbnail Pane

The following table describes the icons in the thumbnail pane.

Icon	Description
	<p>Click this icon in the thumbnail pane to view the pages of the document in the Redaction Editor.</p>
	<p>Click this icon in the thumbnail pane to display the previous annotation page.</p>
	<p>Click this icon in the thumbnail pane to display the next annotation page.</p>
	<p>Click this icon in the thumbnail pane to view only the pages that have a redaction on them.</p>

