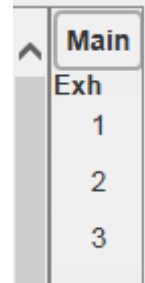


Definitions

1. Attachment Types:

- Main: These attachments will be automatically merged into a single primary document in the filing
- Exhibits and Briefs: These attachments will be displayed as separate "tabs" to the right of the document on the viewer



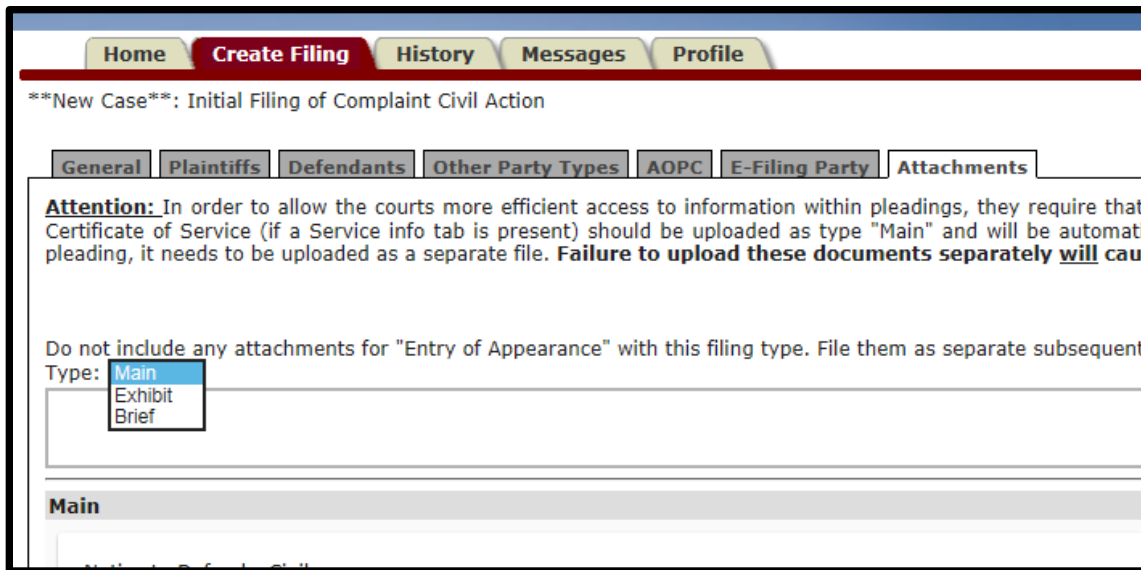
2. Security Types:

- Public: Any pleading that does not have confidential information
- Redacted: Any pleading with redactions of confidential information that is visibly evident to the reader (black lines through confidential information). *Also see section "What information is confidential and should be redacted?"* NOTE that redacted and unredacted documents must be included in pairs.
- Unredacted: Any pleading with confidential information visible to the reader
- Confidential Document: Financial Source Documents, Minors' Educational Records, and other specific types detailed in the Public Access Policy

*****Redacted and Unredacted filings must be identical documents. The only difference; the redacted document shows visible black lines through the confidential information*****

Uploading Attachments

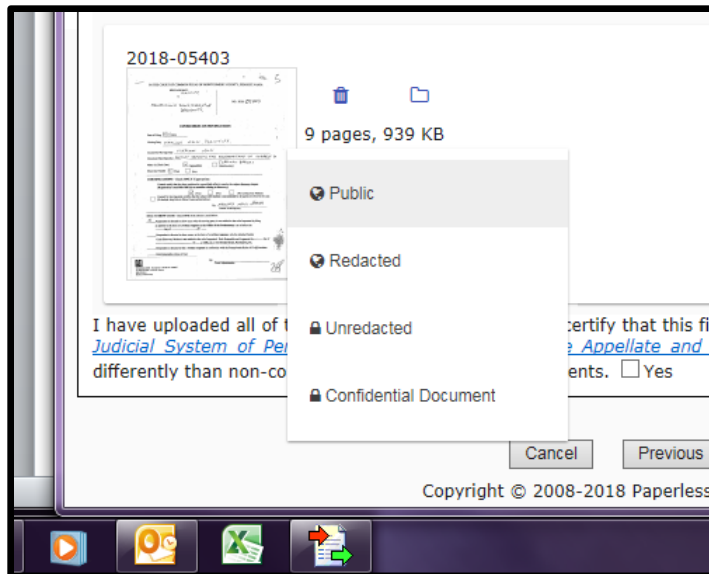
- Select the *attachment type* (Main, Brief, Exhibit)



- Click the upload box to browse your computer for PDF documents
- Locate and select ALL of the PDF documents you wish to file. (Click cntrl+) when selecting each pdf.
- Click open to begin uploading your documents

Identifying and Organizing Attachments

- Select *Security Type* (Public, Redacted, Unredacted, Confidential Document)



- **If your filing does not pertain to the Public Access Policy**, choose "Public"
- **When filing a redacted/unredacted pair**, you must upload **both pdfs** and designate your redacted document under "Security Type" as "Redacted", then click "Select Related Attachment" next to "Redacted" and choose your unredacted document from the dropdown list.
- **When filing a Confidential Document**, you must designate it as "Confidential Document" under "Security Type". You will be required to select the type of confidentiality and reference where in the document this information is located. *Confidential coversheet is auto generated, you do not need to upload your own*
- Change attachment type (Main, Exhibit, etc.): Click the "Folder" (□) icon. You will be able to choose the new attachment type from the dropdown menu.
- Rearrange the sequential order of documents: Click the "Arrows" (↕) icon. You will be able to choose where to move the selected document from the dropdown menu.
- Delete an uploaded document: Click the "Trash" (🗑️) icon.
- Detach a related document pair: Click the "X" (✖️) icon on the related document on the right. The related document will be moved to the bottom of the current list of attachment types.

What information is confidential and should be redacted?

- Social Security Numbers
- Financial Account Numbers except the last four digits when the financial account is the subject of the case and cannot otherwise be identified
- Driver License Numbers
- State Identification (SID) Numbers
- Minors' Names and Dates of Birth (except when minor is charged as a defendant in a criminal matter)
- Abuse Victim's Address and Other Contact Information in family court actions (including: employer's name, address and work schedule)

Certification of Compliance

- Required with every pleading
- At the attachments tab, you are required to select “YES” at the statement. By checking yes, it adds the Certification of Compliance to the endorsement, on the left of your accepted filing.

I have uploaded all of the required attachments, and I certify that this filing complies with the provisions of the [Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts](#) that require filing confidential information and documents differently than non-confidential information and documents. Yes

Changes to some of our subsequent filing types

- Some filings qualify as a confidential document in its entirety. These specific filing types below should be uploaded as one pdf, regardless of the amount of exhibits.
 - “Pre Trial Memorandum/Statement”
 - “Income & Expense Statement”
 - “Inventory & Appraisement”
- “Praec to Transmit/2 Certs” – **IF** you have a Property Settlement Agreement, it will need to be uploaded as a separate pdf, and designated as a Confidential Exhibit on the Attachments tab.