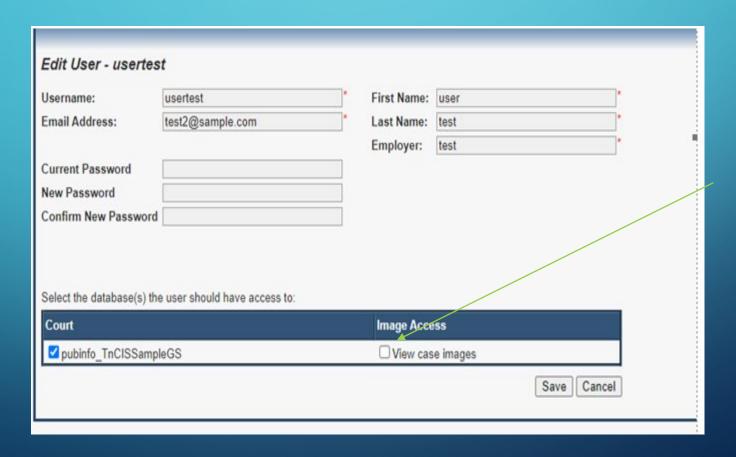
Web-Inquiry Documents

How to view Web Documents in your office!!!

- First and foremost you must have Web Subscription level currently
- LGC will absorb the cost for Web Inquiry Document upgrade if you are currently using the Web Subscription
- Email dsmith@localgovcorp.com and we will discuss what needs to be completed prior to the update.
- Disclaimer must be signed, dated and returned by email to <u>rgibbons@localgovcorp.com</u> and/or <u>dsmith@localgovcorp.com</u>
- Russel Gibbons will contact you for information prior to completion of the upgrade
- Permissions for viewable documents can be given to certain Subscription Users, it is not all or none you can define users to have permission within a certain database

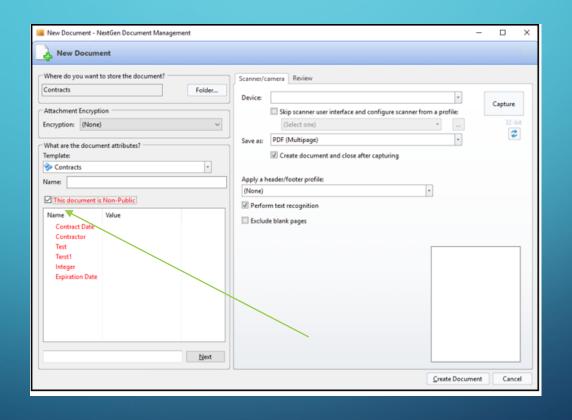
After update has been completed. There is a new check box to allow users to see documents in Web Inquiry. You can see All documents or NO documents.



Methods for restricting documents

- If a case is marked Confidential/Sealed, no information from that case will be viewable on the web. There is a utility LGC can run to make sure all selected case subtypes are Sealed/Confidential. Examples are:
 - Adoptions
 - Juvenile no Juvenile information will be shown
 - Judicial Commitments
 - Orders of Protection
 - Expunged Cases
- If a document is marked non-public, that document will not be viewable on the web.

There is a check box on the New Document screen in NGDM to check if "The document is Non-Public".



There is a check box in TnCIS scanning to be checked if the document is "Non-Public Attachment".

Ð	Document Storage Detail Webpage Dialog	I
Save and Close More Options More Options		
General Audit		
Description:	motion to continue	
Case Number:	28CC1-2019-CR-15113	
File to Attach:	15113.pdf	
Date Filed:	9/17/2020	
Date Added:	9/17/2020 8:56:45 AM	
File Type:	Adobe PDF	
	Non-Public Attachment	
		1

How to suppress certain fields on documents using TnCIS scanning.

- The original document will be scanned as non-public.
- A copy will need to be made of the original document and the fields manually redacted (magic marker?)
- The copy with "manually redacted" fields will need to be re-scanned as a public document

How to redact certain fields on documents using NGDM.

- The document will be scanned as non-public
- Any fields to be restricted will need to be redacted,
 printed with redactions
- The document with the redacted information will need to be re-scanned and saved as a public document

E-filing

• The clerk will review the E-Filed Cases before they are added. They will be responsible for reviewing those images and redacting or marking non-public as necessary.

• If an E-Filed case subtype is Sealed/Confidential, those cases will not be viewable.

Concerns

- Driver License Numbers
- Social Security Numbers
- Victims/Witness addresses
- •TCA 10-7-504 (a) (29)

Disclaimer

•LGC will not be responsible for documents accessible through this portal since it's under the clerk's purview and controlled within the options they can select.