

# **Web Inquiry Documents**

There is a new check box to allow subscription users to see documents in Web Inquiry. You can see All documents or NO documents.

**Edit User - usertest**

Username:  \*      First Name:  \*

Email Address:  \*      Last Name:  \*

Employer:  \*

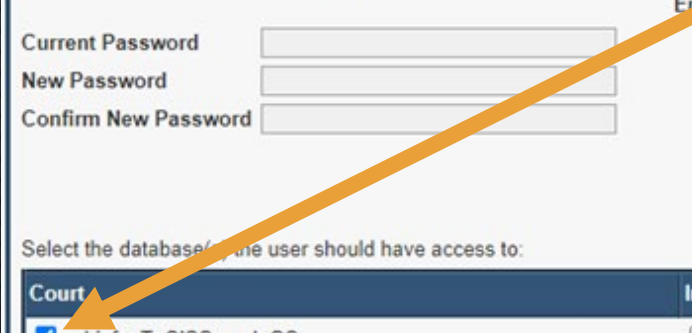
Current Password:

New Password:

Confirm New Password:

Select the database(s) the user should have access to:

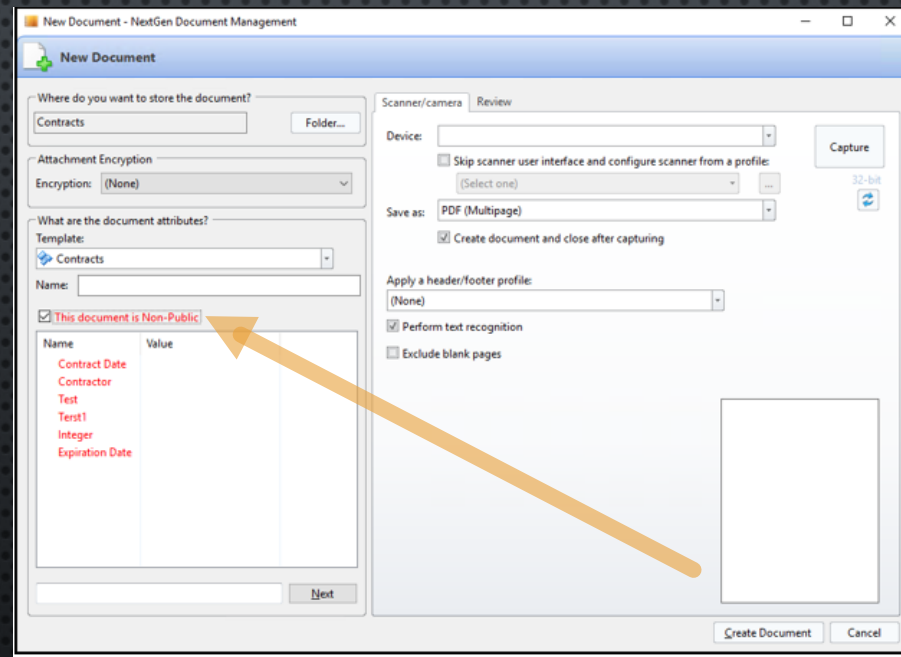
Court	Image Access
<input checked="" type="checkbox"/> pubinfo_TnCISSampleGS	<input type="checkbox"/> View case images



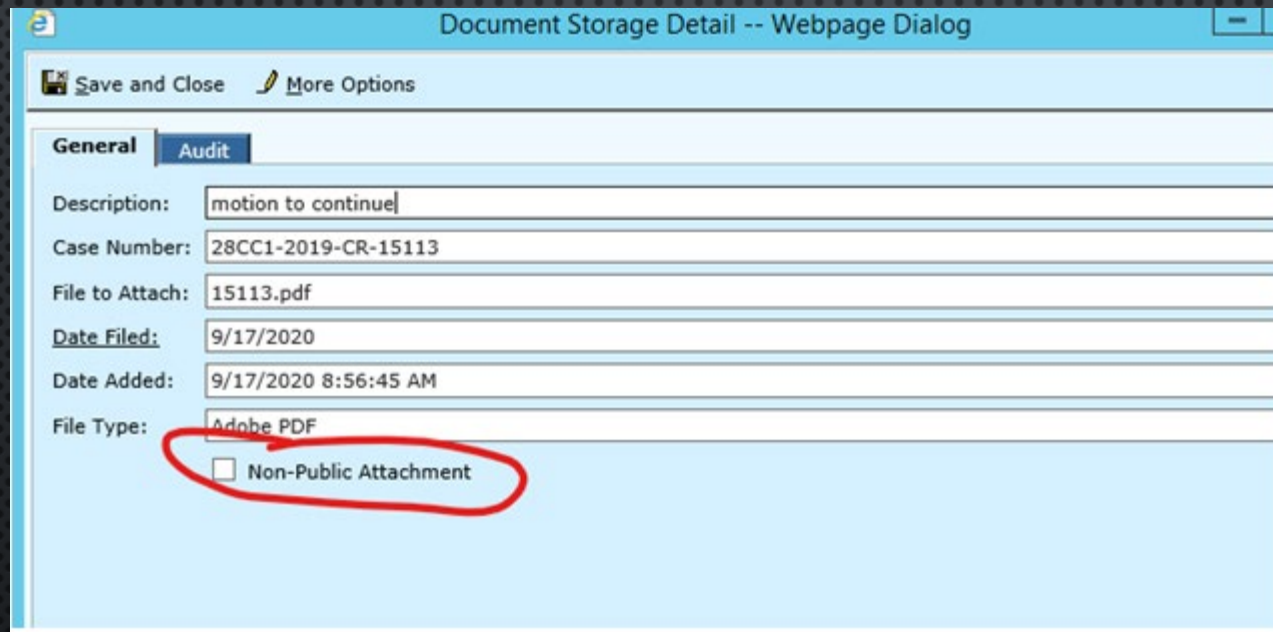
# Methods for restricting documents

- 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 TnClS scanning to be checked if the document is “Non-Public Attachment”.



Document Storage Detail -- Webpage Dialog

Save and Close 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

# How to suppress certain fields on documents using TnClS 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 suppress certain fields on documents using NGDM.

- ANY FIELDS TO BE RESTRICTED WILL NEED TO BE REDACTED, PRINTED WITH REDACTIONS
- THE DOCUMENT WILL BE SCANNED AS NON-PUBLIC
- 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.

# How to get Web Inquiry Documents in your office!!!

- LGC WILL ABSORB THE COST FOR WEB INQUIRY DOCUMENT UPGRADE
- YOU MAY CALL LGC SUPPORT (800-737-1826), SUBMIT AN ONLINE HELP REQUEST, OR EMAIL [DSMITH@LOCALGOVCORP.COM](mailto:DSMITH@LOCALGOVCORP.COM) TO DISCUSS WHAT NEEDS TO BE COMPLETED PRIOR TO THE UPDATE.
- DISCLAIMER MUST BE SIGNED, DATED AND RETURNED BY EMAIL
- RUSSEL GIBBONS WILL CONTACT YOU FOR INFORMATION PRIOR TO COMPLETION OF THE UPGRADE