

A decorative graphic on the left side of the image, consisting of white lines and circles on a blue background, resembling a circuit board or network diagram. The lines are vertical and horizontal, with small circles at various points, creating a grid-like structure that tapers towards the top and bottom.

Web Inquiry Documents

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

Edit User - usertest

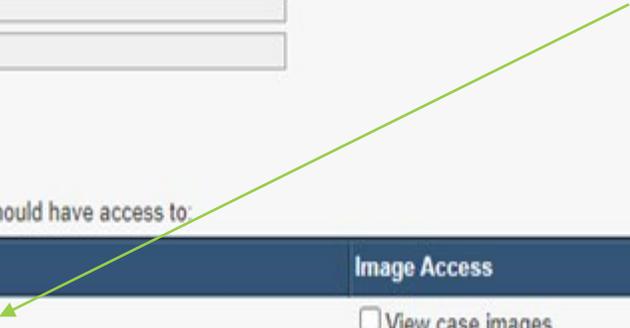
Username: First Name:
Email Address: Last Name:
Employer:

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

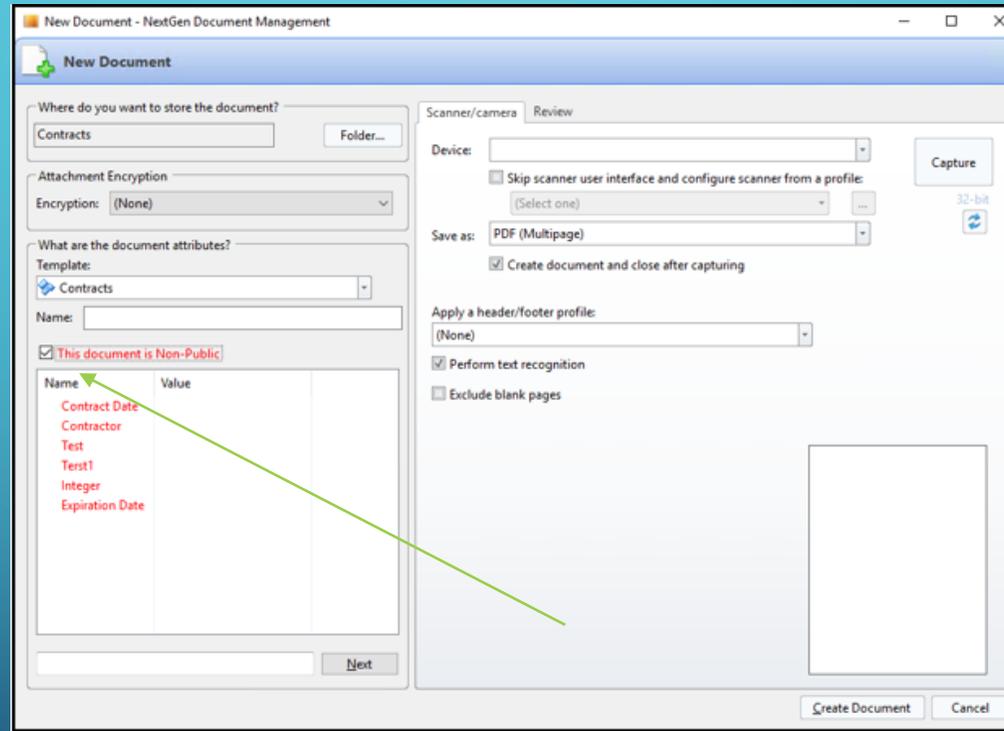
Save Cancel



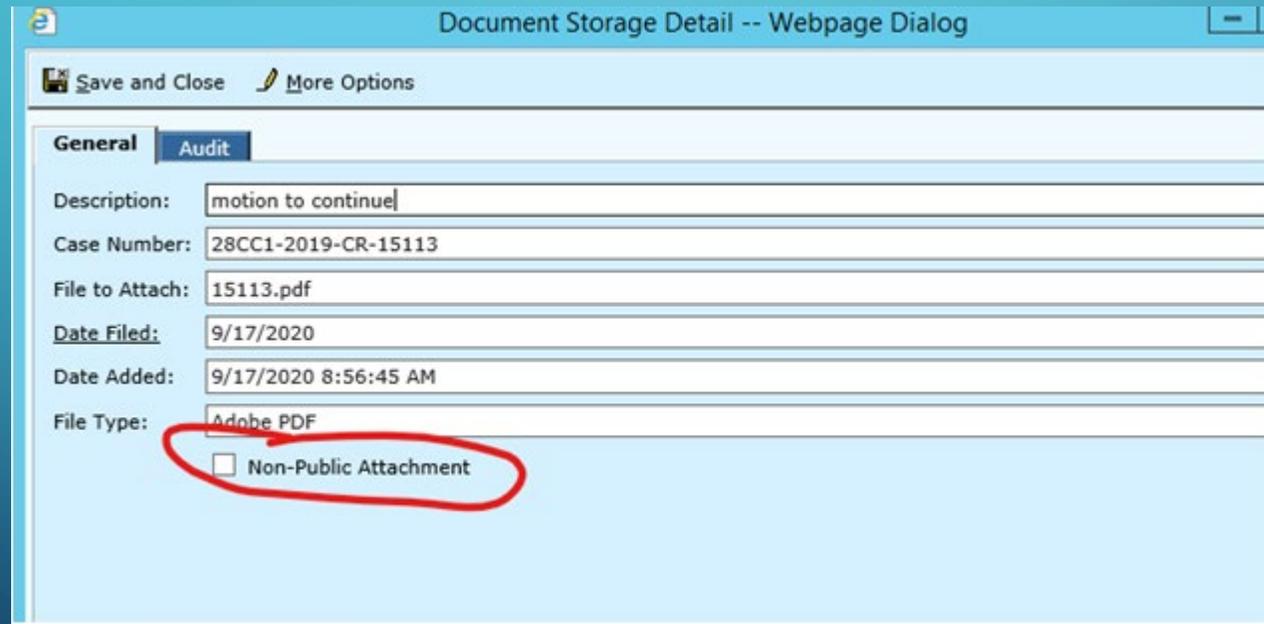
Methods for restricting documents

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



The screenshot shows a web-based form titled "Document Storage Detail -- Webpage Dialog". The form has two tabs: "General" and "Audit". The "General" tab is active. The form contains the following fields:

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

Below the "File Type" field, there is a checkbox labeled "Non-Public Attachment". This checkbox is currently unchecked and is circled in red.

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.

- 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.

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

- LGC will absorb the cost for Web Inquiry Document upgrade
- 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
- Russel Gibbons will contact you for information prior to completion of the upgrade