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
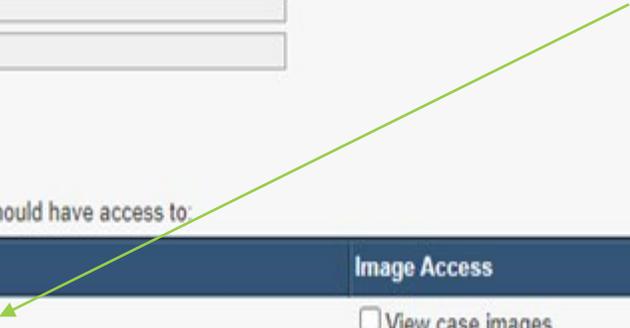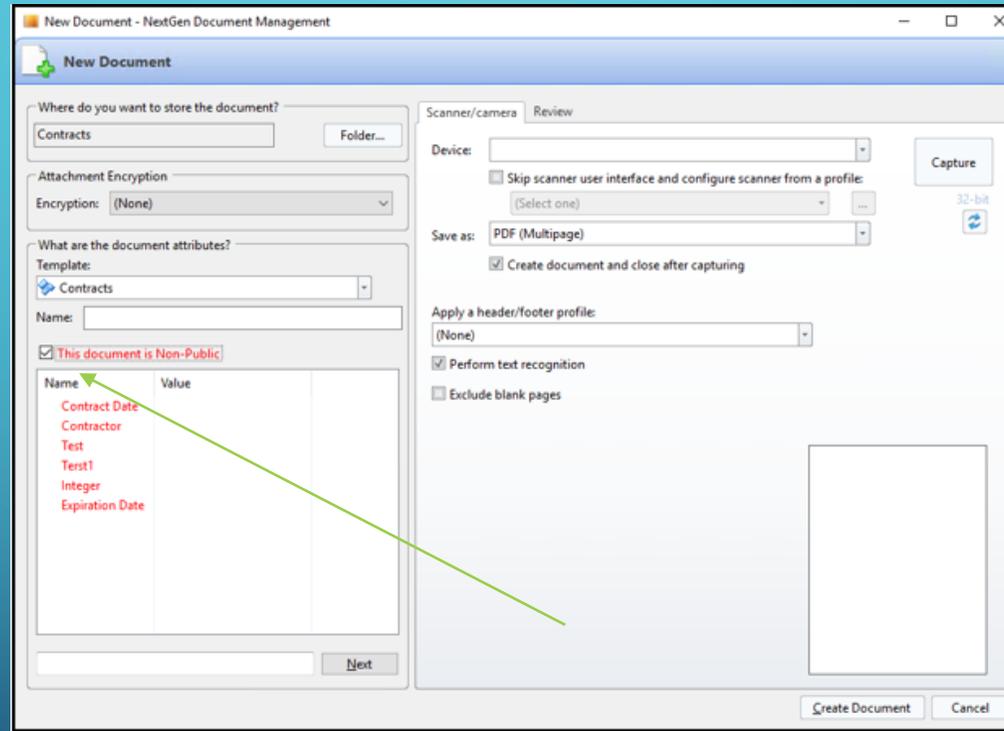
- If a case is marked Confidential/Sealed, no information from that case will be viewable on the web.  There is a utility LGC can run to make sure all selected case subtypes are Sealed/Confidential.  Examples are:
  - Adoptions
  - Juvenile – no Juvenile information will be shown
  - Judicial Commitments
  - 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".

# 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 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