

AR 9(G)(2) Cases <sup>1</sup>	Document	Conventional Filing	E-Filing
* Situations where court WILL need to know/access the confidential information A.R. 9(G)(5)(b)(ii)(b)	Notice of Exclusion A.R. 9(G)(5)(a)(i)(a)	Filed on white paper as a stand-alone document	Same as Conventional Filing with these additional steps: <b>Filing Code:</b> Notice of Exclusion of Confidential Info. <b>Lead Document:</b> Notice itself <b>Security:</b> Public
	Public Access Version A.R. 9(G)(5)(b)(i)	<ul style="list-style-type: none"> <li>Filed on white paper as a stand-alone document</li> <li>Contains only non-confidential information</li> <li>Confidential information must be redacted (if it is only part of a page) or omitted (if it is a whole page) from the Public Access Version.</li> </ul>	Same as Conventional Filing with these additional steps: <b>Filing Code:</b> Varies depending on document <b>Lead Document:</b> Whatever is being filed NOTE: the Non-Public Access Version will be an attachment to this Lead Document (below) <b>Security:</b> Public
	Non-Public Access Version A.R. 9(G)(5)(b)(ii)(b)	<ul style="list-style-type: none"> <li>Exhibit, attachment, appendix, evidentiary designations: <ul style="list-style-type: none"> <li>Filed on green paper only as a stand-alone document</li> <li>Reproduction of ONLY the individual page(s) of the redacted/omitted Public Access Version, with redaction or omission removed (i.e., the confidential information is included on this reproduction)</li> </ul> </li> <li>Motion, memorandum, brief, etc. <ul style="list-style-type: none"> <li>Filed on white and green paper</li> <li>Consists of a complete, consecutively-paginated replication including <u>both</u> the Public Access material on white paper and the Non-Public Access material on green paper.</li> </ul> </li> <li>Always marked “Not for Public Access” or “Confidential,” with the caption and number of the case clearly designated</li> </ul>	Same as conventional Filing EXCEPT no green paper in e-filings and these additional steps: <b>Filing Code &amp; Lead Document:</b> N/A because this is an <b>ATTACHMENT</b> to the Public Access Version Lead Document <b>Security:</b> Confidential
* Situations where court will NEVER need to know/access the confidential information (such as Social Security or bank account #s) A.R. 9(G)(5)(b)(ii)(a)	Notice of Exclusion A.R. 9(G)(5)(a)(i)(a)	<ul style="list-style-type: none"> <li>Filed on white paper as a stand-alone document.</li> <li>Best practice would be to note on the Notice that you are NOT filing anything on green paper because “the omission or redaction in [the Public Access Version] is not necessary to the disposition of the case.”</li> </ul>	Same as Conventional Filing with these additional steps: <b>Filing Code:</b> Notice of Exclusion of Confidential Info. <b>Lead Document:</b> Notice itself <b>Security:</b> Public
	Public Access Version A.R. 9(G)(5)(b)(i)	<ul style="list-style-type: none"> <li>Filed on white paper as a stand-alone document</li> <li>Contains only non-confidential information</li> <li>Confidential information must be redacted (if it is only part of a page) or omitted (if it is a whole page) from the Public Access Version.</li> </ul>	Same as Conventional Filing with these additional steps: <b>Filing Code:</b> Varies depending on document <b>Lead Document:</b> Whatever is being filed <b>Security:</b> Public
	Non-Public Access Version A.R. 9(G)(5)(b)(ii)(a)	Never filed because “the omission or redaction in [the Public Access Version] is not necessary to the disposition of the case.”	N/A because there is no Non-Public Access Version
AR 9(G)(1) Cases <sup>2</sup>	Document	Conventional Filing	E-Filing
	Notice of Exclusion A.R. 9(G)(5)(a)(ii)	Never filed because entire case is automatically confidential	N/A because there is no Notice of Exclusion
	Public Access Version	Never filed because entire case is automatically confidential	N/A because there is no Public Access Version
	Non-Public Access Version	Filed on white paper because entire case is automatically confidential (A.R. 9(G)(5)(b)(iii))	<b>Filing Code:</b> Varies depending on document <b>Lead Document:</b> Whatever is being filed <b>Security:</b> Public (because entire CASE is confidential)

<sup>1</sup> An otherwise open case where a statute, Supreme Court rule, or common law declares only particular information confidential and to be excluded from public access.

<sup>2</sup> Statute or rule declares that an entire case is confidential and to be excluded from public access (CHINS, juvenile, or adoption proceedings).