

## Reference Guide Contents:

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## Introduction to Redaction

Easy access to electronic court records raises privacy concerns. Redaction is the process of editing or removing Personal Identifying Information (PII). PII includes but is not limited to: SSN, Driver's License Number, State ID, Passport Number, Financial Account Numbers, Credit/Debit Card Numbers, PINs or Passwords and Dates of Birth.

Redaction is the responsibility of the filer. The court is not responsible for reviewing submissions to ensure that personal information has been redacted. The following resources are in place for review:

- ❖ S.C. Code Ann. § 30-2-330(A)
- ❖ Rule 41.2, SCRPC
- ❖ Supreme Court April 14, 2014, Administrative Order Concerning Personal Identifying Information

If PII is relevant to the case and needs to be provided to the court, it must be redacted, and the redacted information will be provided on a separate document called a Confidential Reference List. By submitting documents this way, the redacted document will appear on the Public Index, and the Confidential Reference List will be kept confidential and may only be reviewed by the parties and the Court.

## Submitting a Redacted Filing

If redacted information is relevant and necessary to the case, submit a Confidential Reference List along with the document. This is a two part process: first, uploading the redacted document, and second, attaching the Confidential Reference List.



The screenshot shows the E-Filing Filer Interface for South Carolina Courts. The user is logged in as John E. Doe. The breadcrumb trail is: Home ⇒ County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document. The current case details are: County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (320) Motor Vehicle Accident. The form fields are: Action Type (Filing), Action \* (Summons & Complaint), Document Location (C:\E-Filing Documents\Summons and Complaint.pdf), and Add to Submission (Add). A table below shows the document list with columns: Document Name, View Document, On Behalf of, Edit Data, Size, and Remove. The table contains one entry: Case Data, form.xml, 0.01 MB. Total Size: 0.0 MB. Navigation buttons: Back, Move to Draft, Next.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

1. Select the appropriate **Action Type**.
2. Select the appropriate **Action**.
3. Click **Browse** to locate the Redacted PDF document.
4. Click **Add**.



Notice that the Summons & Complaint is now located in the lower half of the screen. The Confidential Reference List containing the redacted information now needs to be uploaded and associated with the Summons and Complaint.

5. Select the **On Behalf of** case party and click **Add**.
6. Select the **Action Type** of **Filing**.
7. Select the **Action** of **Confidential Reference List**.
8. Click **Browse** to locate and upload the completed Confidential Reference List of Redacted Identifiers (SCRCPForm6CC) that lists the redacted information from the previously added document.
9. Click **Add** and the Redaction Document page opens displaying a list of documents added during this filing.



10. Select the radio button next to the document to which the Confidential Reference List is applicable.
11. Click **Next** to return to the Add a Document Page.



Notice how the Confidential Reference List is below the Summons & Complaint and indented to show that it is associated with the Action above it. Also, the Confidential Reference List does not have an 'On Behalf of'. If you E-File multiple documents with redacted information that is relevant to the case, you must include a Confidential Reference List with each document.

Repeat steps 5-11 for each redacted document E-Filed.

By adding these filings as directed, the redacted documents will appear on the Public Index. The Confidential Reference Lists will not appear on the Public Index, but will be available to case parties through the E-Filing System.

## Correcting Mistakes and Resubmitting an Amended Filing

If you submit a document and later realize it should have been redacted, you will need to E-File an amended version of that document. In this example, you would file an Amended Summons & Complaint along with the Confidential Reference List. Follow the steps outlined on page two in the section entitled *Submitting a Redacted Filing*.



The screenshot shows the E-Filing Filer Interface for South Carolina Courts. The case details are as follows:

- Case Number:** 2015CP2203236
- Case Caption:** Darlene Smith VS Georgia Jones
- County:** Georgetown
- Court Agency:** Common Pleas
- Case Type:** Common Pleas
- Case Subtype:** (320) Motor Vehicle Accident

The interface includes a navigation menu (Home, E-File, Cases, My Profile, Log Out) and a user profile (user: John E. Doe). The main content area shows the following fields:

- Action Type:** Filing
- Action \*:** -- Please Select Action From List Below --
- Document Location:** [Browse...]
- Add to Submission:** Add

A table below lists the documents in the submission:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Amended/Amended Summons And Complaint	Summons and Complaint-Amended.pdf	<input type="checkbox"/> Show/Hide Participants Darlene Smith <span style="color: red;">✗</span>	Add	1.79 MB	
- Confidential Reference List	Confidential Reference List.pdf			0.18 MB	
				<b>Total Size:</b>	1.97 MB

At the bottom of the interface, there are buttons for Back, Move to Draft, and Next.

It is important when you resubmit the updated redacted document, that you use an **Amended Action**.



**E-Filing**  
South Carolina Courts

**Filer Interface**

Home | E-File | Cases | My Profile | Log Out user: John E. Doe

Home » Cases » Add a Document » Review and Approve Filing

**Review and Approve Filing**

**Case Number : 2015CP2203236 Case Caption : Darlene Smith VS Georgia Jones**

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (320) Motor Vehicle Accident

Client #

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Amended/Amended Summons And Complaint	Summons and Complaint-Amended.pdf	Darlene Smith
- Confidential Reference List	Confidential Reference List.pdf	

**Special Filing Instructions for the Clerk:**

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Using an Amended Action will prevent an additional fee from being assessed. Include instructions to the clerk's office explaining the reason for the amended filing. You may also wish to notify any opposing parties concerning your reasons for filing the amended document.