

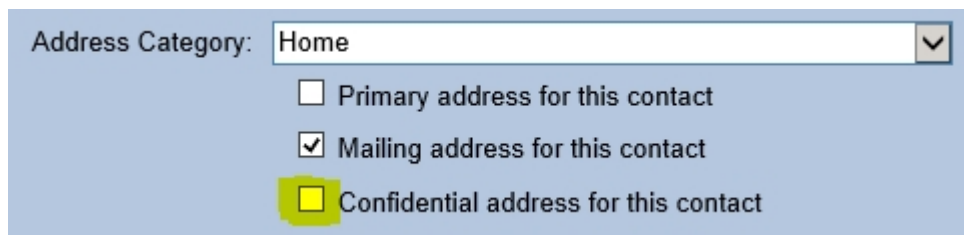
AOPC Public Access Changes

How to Secure New Family Court Cases

To comply with the upcoming public access changes for new Family Court cases, Prothonotary offices should follow the steps below:

Step-by-Step

1. In the Contact Details page under Address Information, mark as Confidential all party addresses except for counsel addresses



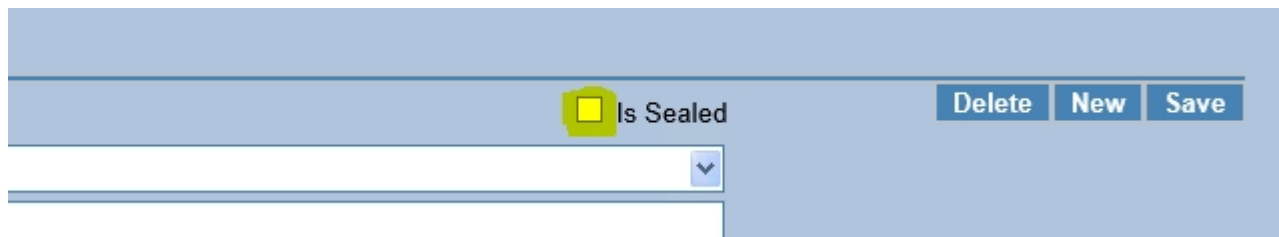
Address Category: Home ▼

☐ Primary address for this contact

☒ Mailing address for this contact

☒ Confidential address for this contact

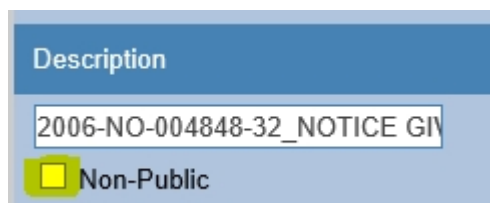
2. Seal all non-exempt Docket Events one-by-one by navigating to the Docket Entry Details page for each event



☒ Is Sealed Delete New Save

▼

3. After clicking on Scan Attachment, mark the document as Non-Public before scanning and saving the attachment



Description

2006-NO-004848-32_NOTICE GI

☒ Non-Public