

How to eFile a Redacted Document and CRIFS/Unredacted Document

- Under Documents and Attachments: Add the **redacted document** as the first document using the appropriate document category/document type. (Image 1)

Document and Attachments Help

Documents with padlock (🔒) are secured documents that should only be available to users with secured access on casenet.

Document Category:

* Document Type:

Upload Document
Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location:

* Document Title:

Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location: NO FILE CHOSEN

Attachment Title:

Document Title/Attachment	Size	
Lasso Petition - redacted	0.01 MB	(remove)
Total Size: 0.01MB		

ALL Documents and Attachments Size: 1.32MB of 21MB limit

Image 1

- Click "Add new document." (Image 2)
- Select "Filing - Other/Miscellaneous" from document category dropdown menu.

Document and Attachments Help

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Document Category:

* Document Type:

Filing in Associated To	Filing Date	
Lasso Petition - redacted	08/03/2023 10:50:52	(remove)

Upload Document
Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location:

* Document Title:

Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location: NO FILE CHOSEN

Attachment Title:

Document Title/Attachment	Size	
CRIFS	1.21 MB	(remove)
Lasso Petition unredacted	0.01 MB	(remove)
Total Size: 1.23MB		

ALL Documents and Attachments Size: 1.23MB of 21MB limit

Image 2

- Select "CRIFS/Unredacted Document" as the document type dropdown menu.
- Associate the CRIFS with the main document.
- Select the document that the CRIFS corresponds to.
- Add document title: CRIFS
- If attaching an unredacted document, add it as an attachment to the CRIFS.
- Proceed with e-filing as normal.

How to Tell if a Document Type is Confidential (Example of Parenting Plan)

- Under Documents and Attachments: Pick the appropriate document category/document type. (Image 3)
- Select "Filing - Other/Miscellaneous" from document category dropdown menu.
- Select "Parenting Plan" as the document type dropdown menu.
- The document type will have a red padlock next to the title if it gets filed as a confidential document.
- Proceed with e-filing as normal.

Document and Attachments Help

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Document Category:

* Document Type:

Upload Document
Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location:

* Document Title:

Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location: NO FILE CHOSEN

Attachment Title:

Document Title/Attachment	Size	
Lasso Parenting Plan	0.09 MB	(remove)
Total Size: 0.09MB		

ALL Documents and Attachments Size: 1.32MB of 21MB limit

Image 3