Notice Regarding Upcoming Redaction Requirements for Court Filings

Beginning July 1, 2023, members of the public will be able to access public court records from Case.net on their personal electronic devices. All public documents filed on or after July 1, 2023 will be available remotely. Because all court records will be available to the public, **ALL** documents filed with the Court must be redacted to prevent confidential information (i.e. personal identification, financial information, etc.) being shared with the public. Effective July 1, 2023, you will be required to certify that you have redacted all of the confidential information from every document that you file in this Court. The Court will have certification forms available at the clerk's filing counter and on the website. The Court will NOT review each document to ensure compliance, and the responsibility of compliance rests SOLELY with the filing party. The Court will reject documents that do not contain a certification of compliance with the redaction requirement.

If a filing party submits a redacted document in any appeal, the filing party must simultaneously file a confidential redacted information filing sheet with the unredacted version of the document attached OR sets forth the information redacted from the document. A redaction checklist is attached for your information.

Redaction Checklist

Confidential information that must be redacted includes:

Personal identification information:

- ☐ Social Security numbers
- ☐ Driver's license numbers
- ☐ State identification numbers
- ☐ Taxpayer identification numbers
- ☐ Passport numbers
- ☐ Dates of birth

Confidential financial information:

- ☐ Financial institution account numbers
- ☐ Credit or debit card numbers
- ☐ Personal identification numbers
- ☐ Passwords used to secure any such accounts or cards

Protected individuals' information:

- ☐ Names, addresses, and contact information of informants, victims, witnesses, and persons protected under orders of protection or restraining orders
- ☐ Names of individuals known to be minors
- ☐ Case numbers of confidential, expunged or sealed records.

Confidential business information:

- ☐ Proprietary information
- ☐ Trade secrets

CAUTION: While confidential information must be redacted from ALL documents, the following types of documents are highly likely to include confidential information:

- Medical records;
- Employment records; or
- Financial records.

Not an Official Court Document

PRO SE INFORMATION

You are receiving this information because you are a pro se Appellant representing yourself on appeal. You are responsible for complying with the Rules of Appellate Procedure set out in Supreme Court Rules 81 through 84. The staff at the Court is not permitted to give you legal advice about your case and may only answer questions about appellate procedure. As the Appellant, there are many requirement and deadlines that apply to you.

1. Record on Appeal in normal civil or criminal appeal
   - As the Appellant, you have the burden to file the record on appeal. This record may consist of a legal file and a transcript. If both are to be filed, the record will generally be due **90 days** from the filing of the notice of appeal. If you are only filing a legal file, it will be due **30 days** from the filing of the notice of appeal.
   - If there is a transcript, you must request the transcript from the court reporter within **10 days** of filing your notice of appeal.
   - Failure to file the record within the time allowed can result in dismissal of your appeal.

2. Record on Appeal in an Administrative appeal (e.g., unemployment or workers comp)
   - Unlike a normal civil or criminal case, in appeals from the Labor and Industrial Relations Commission, the Commission will file the record on appeal. Appellant does not need to file a record on appeal in these cases.

3. Appellant's Brief:
   - The Appellant's brief, which raises points of error in the trial court or the administrative agency, must be filed **within 60 days** from the time you file the record on appeal. The brief is a legal document in which you present your arguments for why the trial court's or administrative agency's decision is in error.
   - There are many requirements for a brief. Please review Supreme Court Rules 84.04 and 84.06 in particular. A pro se Appellant is held to the same standard as an attorney.
   - Failure to file your brief within the time allowed can result in dismissal of your appeal.

4. Resources:
   - For more in-depth discussion of the rules and requirements, you can review this Court's publication, "The ABC's of Appellate Practice" on our website at: https://www.courts.mo.gov/page.jsp?id=184
   - If you do not have internet access, please contact the Court for a copy at 314-539-4300.