# Digital Evidence
Restricted and Sealed Exhibits

Restricted Documents: As users upload and manage their exhibits, they have the ability to mark exhibits as restricted. Whether ALL of the users with access to a case have the ability to actually view restricted exhibits depends on whether the Clerk/Court has activated the configuration to show/display restricted exhibits. Regardless of the ability to view restricted exhibits, all users will be able to easily determine whether an exhibit has been restricted. A **black lock icon** will display next to the Document Number field when an exhibit has been marked as restricted.

Sealed Documents: Only a Clerk/Court user that has been granted permission will have the ability to seal and/or unseal exhibits. Additionally, only a Clerk/Court user that has been granted permission will have the ability to view sealed exhibits. All other users with access to a case will not have the ability to actually view sealed exhibits. Regardless of the ability to view sealed exhibits, all users will be able to easily determine whether an exhibit has been sealed by the Clerk/Court. A **red shield icon** will display next to the Document Number field when an exhibit has been sealed.
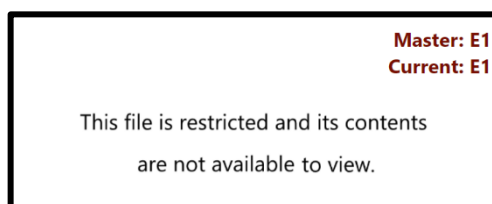
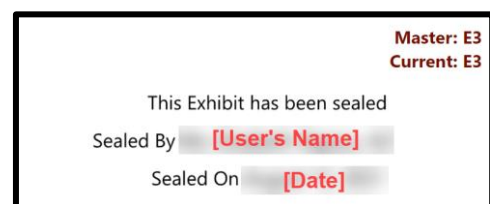| Review Evidence View	Index View
(Left Viewing Pane)	
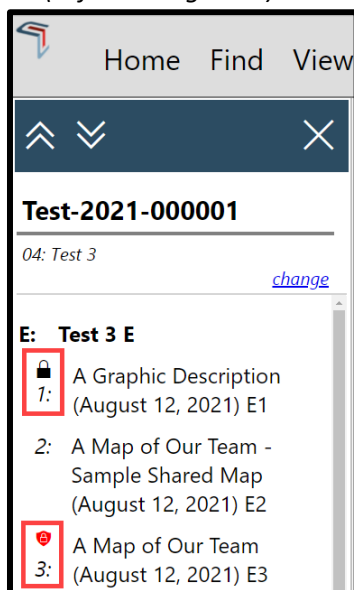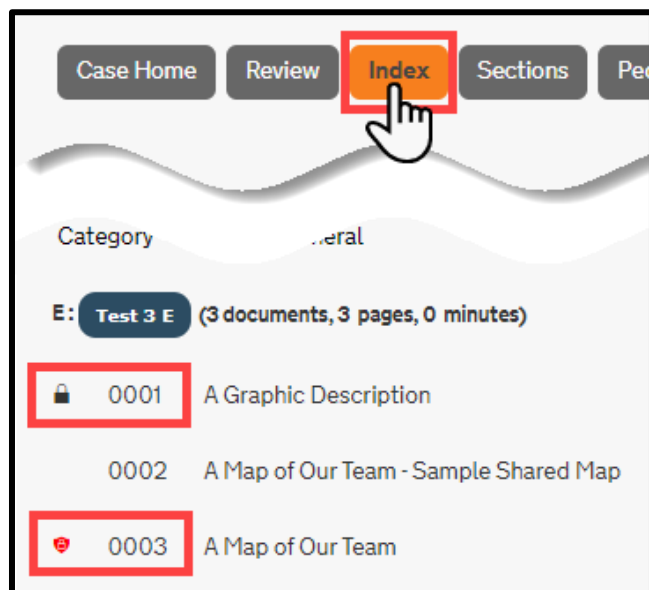
When attempting to View/Download/Share Restricted or Sealed Exhibits

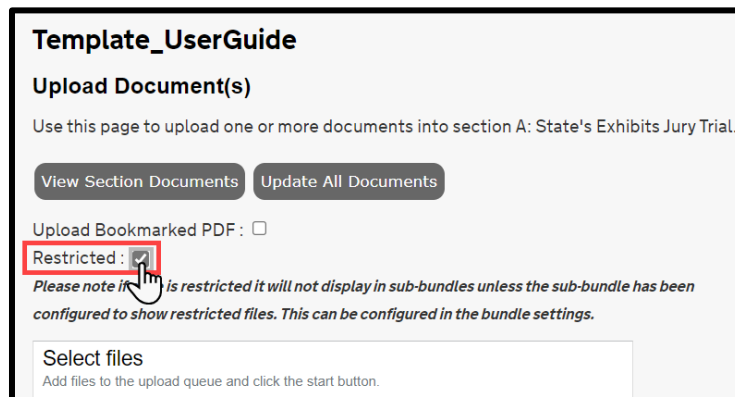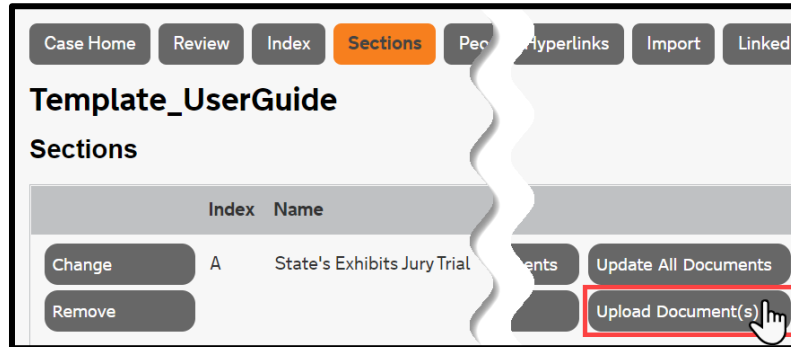| IF bundle is NOT configured to show	
Restricted Exhibits	**Sealed Exhibits**

1. **Managing Restricted Exhibits**

   a. **As exhibits are uploaded**, an entire batch of exhibits being uploaded can be marked as restricted by accessing Sections **> Upload Document(s) >** Select the **box next to 'Restricted' BEFORE selecting Start Upload**

   b. **After exhibits have been uploaded**, each individual exhibit can be marked as restricted, or the restriction can be removed, by accessing Sections **> Update All Documents** (**or** when accessing Upload Document(s) **> Update All Documents**)
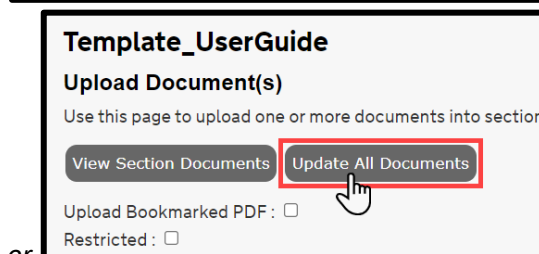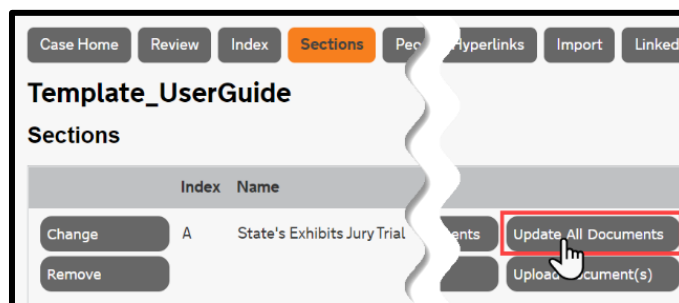
   or

c. **To ADD a restriction**, select the box next to 'Restricted' to **add a check mark >** *Saving Indicator will appear > lock icon will appear before the Document Number*

d. **To REMOVE a restriction**, select the box next to 'Restricted' to **remove the check mark >** *Saving Indicator will appear > lock icon before the Document Number will disappear*

2. **Downloading and Secure Sharing Bundles with Restricted and/or Sealed Exhibits**

a. **When downloading** a bundle with restricted and/or sealed exhibits, the index does not indicate whether a document is restricted or sealed

   i. **Sealed exhibits** will never be visible

   ii. Whether **restricted exhibits** will actually be visible depends on whether the Clerk/Court has activated the configuration to show/display restricted exhibits

      A. **If yes**, the restricted exhibits will be **visible**

      B. If no, the restricted exhibits will NOT be visible

b. **When securely sharing** a bundle with restricted and/or sealed exhibits, the index does not indicate whether a document is restricted or sealed

   i. **Sealed exhibits** will never be visible, and the sender will always receive a pop-up message
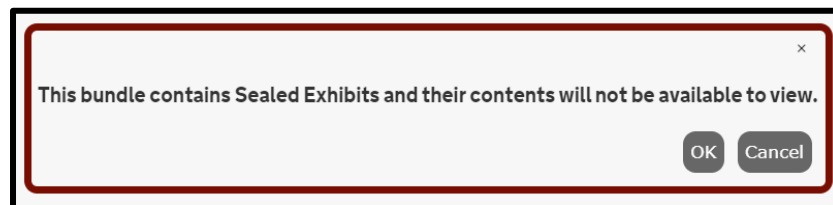
This bundle contains Sealed Exhibits and their contents will not be available to view.

OK Cancel

   ii. Whether **restricted exhibits** will actually be visible depends on whether the Clerk/Court has activated the configuration to show/display restricted exhibits

      A. **If yes**, the restricted exhibits will be **visible** to the recipient, and the sender will receive a pop-up message and will need to determine whether a new bundle should be created to exclude restricted exhibits

This bundle includes Restricted Files and you may be sharing information that should not be made available to the general public.

OK Cancel
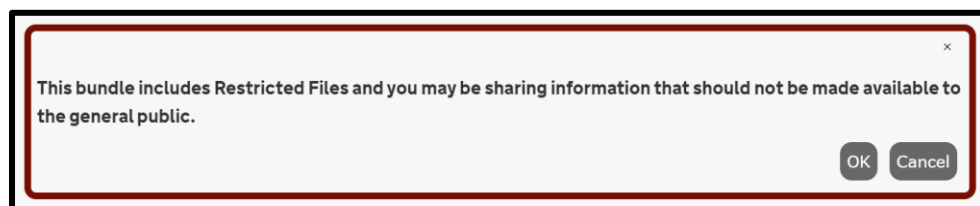
      B. If no, the restricted exhibits will NOT be visible, and the sender will not receive a pop-up message

   iii. Both pop-up messages may appear within one pop-up window

This bundle contains Sealed Exhibits and their contents will not be available to view.

This bundle includes Restricted Files and you may be sharing information that should not be made available to the general public.

OK Cancel