settlement options an

to any settlement ter

of a party; and 4) neg

sum certain. Govern

other parties, appear

INCULAR Evaluation briefs shall

demands and offers of settlen

person subject to this order

imposition of sanctions. Sa attorneys' fees and travel costs

will not proceed and will be r

In cases where a party

Below are a few redacting options you might find useful:

Redacting an Editable Document (Microsoft Word or WordPerfect Format)

If you possess the **original document** (Microsoft Word or WordPerfect format) to be redacted,

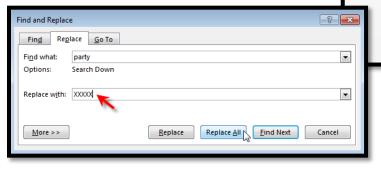
□

Navigation

party

the following options will work for you:

- 1. Redacting Personal Identifiers
 Select [CTRL F] to search the entire
 document for personal identifiers to
 be redacted (e.g. informant names, social
 security numbers, etc.)
 - a. A *Navigation pane* with your search results will appear.
 - From the search box pull-down options, select "**Replace**".
 - b. A *Find and Replace* dialog box will appear.



c. Type XXXXes in the "Replace with" field.Select "Replace All".

Advanced Find.

ab Replace.

→ Go To...

Graphics

π <u>E</u>quations

AR¹ Footnotes/Endnotes

Tables

Find:

RESULTS

3) change the settlement position of

party; and 4) negotiate monetary awards without

of settlement. The failure of any

counsel, party or authorized person subject to this order to

In cases where a party is incarcerated

scheduled conference, arrangements

will be made for the incarcerated **party** to appear telephonically.

at the time of the scheduled

d. You will receive confirmation of the replacements.



2. Redacting Sentences can be done in a similar fashion - Completely delete a sentence, replacing it with XXXXes as needed.

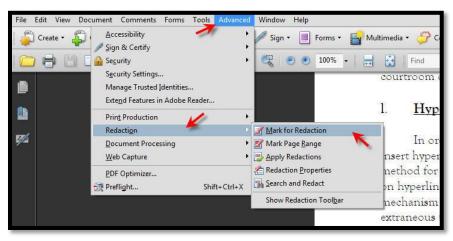
Redacting a PDF Document (using Adobe Acrobat Pro Version 9)

If you have **Adobe Acrobat Pro** *Version* **9** installed on your desktop, the following steps will work for you:

1. From Adobe Acrobat Pro *Version 9*, Select "**Advanced**", then "**Redaction**". The redaction options will permanently black out and remove sensitive content.

2. Select "Mark for Redaction". With your cursor, highlight/mark the word(s) you want

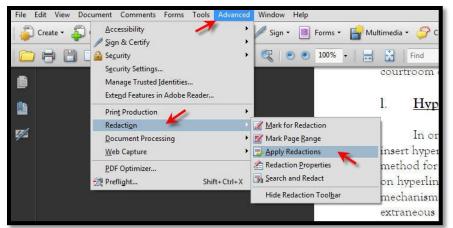
redacted.



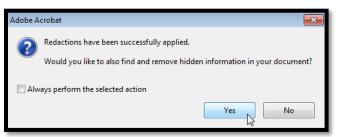
Once you've marked all areas of your .pdf document you want redacted, proceed to the next step.

3. Select "Apply Redactions". You will receive an *Adobe Acrobat* dialog box to confirm

redaction. Select "OK" to continue.



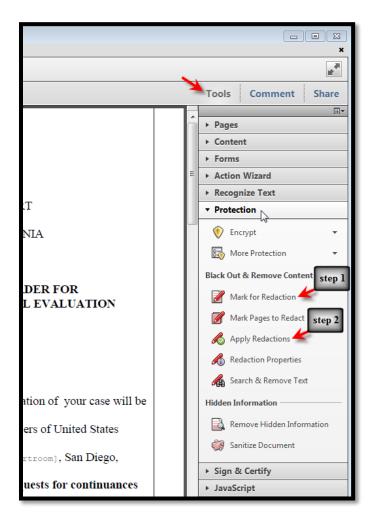
4. A subsequent Adobe
Acrobat dialog box will
appear prompting to
remove hidden
information (e.g. metadata
and hidden text) within
your document.
Select "Yes" if you wish
to continue.



- **5.** A *Remove Hidden Information pane* with hidden data results will appear. Selecting "Remove" will delete all hidden data.
- **6.** Save your .pdf document and proceed as normal.

Redacting a PDF Document (using Adobe Acrobat Pro Version 10)

If you have **Adobe Acrobat Pro** *Version 10* installed on your desktop, the following steps will work for you:



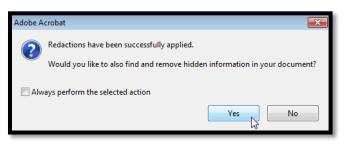
- **5.** A *Remove Hidden Information pane* with hidden data results will appear. Selecting "Remove" will delete all hidden data.
- **6.** Save your .pdf document and proceed as normal.

- 1. From Adobe Acrobat Pro *Version 10*, Select "**Tools**".

 Under Protection, you will see redaction options allowing you to permanently black out and remove sensitive content.
 - 2. Select "Mark for Redaction". With your cursor, highlight/mark the word(s) you want redacted.

Once you've marked all areas of your .pdf document you want redacted, proceed to the next step.

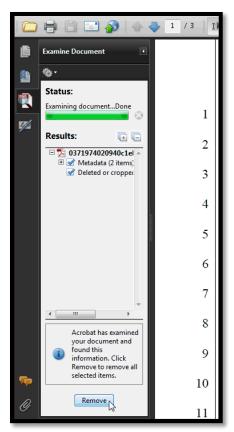
- **3.** Select "**Apply Redactions**". You will receive an *Adobe Acrobat* dialog box to confirm redaction. Select "OK" to continue.
- **4.** A subsequent Adobe Acrobat dialog box will appear prompting to remove hidden information (e.g. metadata and hidden text) within your document. Select "Yes" if you wish to continue.



Redacting a PDF Document AFTER Blacking-Out Text in Word or WordPerfect (using Adobe Acrobat Version 8.1 or higher)

If you previously "redacted" your original Word or WordPerfect document by blacking out information using the Text Highlight tool, then converted your document to a PDF format, the steps below will work for you:

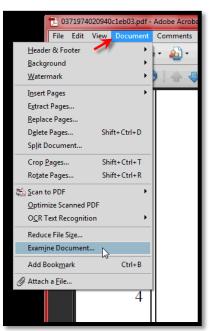
1. From your open PDF document, select the "Document" menu, then select "Examine Document".



2. An *Examine Document* pane with hidden data results will appear.

Hidden data may include text that matches the background color or text that was previously hidden by an image or object.

Selecting "Remove" will delete all hidden data.



Manual Redacting via Print, Mark-up and Scan

If the original editable document is not in your possession and/or you do not have access to an application tool for redaction, this option is for you.

- 1. Print out the document
- 2. Redact the document with a black marker
- 3. Re-scan the document to a PDF format