

POSSIBLE FILING TYPE OVERRIDES FOR DIFFERENT USER GROUPS WITHIN THE PROBATION IMAGING GROUP

These filing codes can be authorized for a user group within the probation imaging group so that you can see the documents that have been sealed because of their filing type. For this override you will need to contact your Circuit Clerk so that they can authorize this within Imaging. If your Circuit Clerk needs help with this, they can reach out to GAL Support at softwaresupport@goodinassociates.com or they can call 618-549-0286 and ask for software support.

Filing type overrides (highlighted ones *might* be of interest to the Probation department):

- Other Document Not Listed (Confidential)
- Alcohol/Drug Use Evaluation Report
- Certificate of Innocence
- Certificate of Relief from Disabilities
- Child Support Calculation Worksheet
- Child Support/Income Tax Act
- Confidential Name/Location School/Daycare (Order of Protection)
- Evaluation/Assessment
- Evaluation/Assessment (Competency)
- Evaluation/Assessment (Disabled Adult)
- Fitness for Trial/Plead/Sentencing Report
- Guardian for Disabled Adult Report
- Impound
- Indictment (Suppressed)
- Judge's Notes
- Medical Examination Report
- Miscellaneous Document not Part of Court File
- Motion for Redaction & Confidential Filing
- Notice of Filing Juvenile Expungement
- Notice of Non-Renew of Lease or Termination of Tenancy
- Notice Confidential Info w/i Court Filing
- Order Granting Petition No Contact Order
- Order Granting Petition No Stalking Order (Emergency)

- Order Granting Petition Order of Protection (Emergency)
- Order Granting Petition Protective Order (Criminal)
- Petition for Confidential Intermediary
- Petition No Contact Order (Emergency)
- Petition No Stalking Order (Emergency)
- Petition Order of Protection (Emergency)
- Photograph – Photo Enforcement Citation
- Physicians Report (Disabled Adult)
- Pre-Sentence Investigation (PSI)
- Pre-Trial Services Report
- Record of Adult Victim Information
- Record of Child Victim Information
- Report (Disabled Adult)
- Search Warrant (Issued)
- Social History Investigation/Report
- State Case Registry Information (Support Order)
- Support Information Sheet
- Text Message Notification Form
- Victim Counselor’s Report

Access to these is based on 2 things:

1. Imaging Group – Probation
2. User Group – Administrator, Staff, View Only, View/Print, Supervisor, etc.

All user groups do not have to be given access. You can give access to the Administrator and Supervisor levels, but not the lower security levels. So, talk to your Clerk to see what they will do for you. They may need to reach out to GAL Support to find out the level of the users in your office, since they do not have access to that information themselves.

*****Just because you ask for this authority does not mean that the Clerk has to give it to you. These documents are sealed and they may not want to allow you access to them. They may still prefer to give these to you on a case-by-case basis*****