

TRANSCRIPT REDACTION PROCESS GUIDE
Updated 09/05/2008

The Judicial Conference of the United States has released revised procedures for those courts that currently have transcripts available to the public in electronic format. Due to privacy concerns, interested parties must be provided the opportunity to review the transcript and file a Request for Transcript Redaction to limit the following information:

1. Social Security numbers shall be limited to the last four digits;
2. Financial account numbers shall be limited to the last four digits;
3. Names of minor children shall be limited to initials; and
4. Birth dates shall be limited to the year of birth only.

This Court's Operating Order 8-04 "**Transcript Redaction of Sensitive and Private Information**" (attached), provides that the policy governing redaction shall be effective **September 6, 2008**.

The process is as follows:

Requesting A Transcript and Payment:

The initial request for a transcript is either filed electronically using the *Request for Transcript* event or submitted conventionally by non-e-filers. Upon receipt of the *Request for Transcript*, court staff will contact the transcriber and obtain payment information which will then be relayed to the requesting party. Payment shall be sent directly to the transcriber rather than to the court.

Filing Original Transcript:

The first filing of a transcript (unredacted version) will be e-filed by the transcriber upon receipt of appropriate payment using the event *Transcript* and simultaneously e-mailed to the requesting party¹. Upon completion of filing, the *Transcript* entry will contain a link to a PDF image of the transcript which will be viewable only by e-filing parties that have purchased copies of the transcript. The transcript will remain restricted for a period of 90 days after the transcript is filed. During that time, the public may view only the transcript at the court, or may purchase a copy from the transcriber. A copy of the invoice will be e-mailed to the court by the transcriber in order to document that the transcript was delivered on a timely basis.

¹If the requesting party does not have an e-mail address, a paper copy of the transcript shall be provided to the requesting party by the transcriber either by fax or by U.S. Postal Service.

Notice of Intent to Request Transcript Redaction:

Case participants have seven (7) calendar days from the original date the transcript was filed to file a *Notice of Intent to Request Transcript Redaction* with the Court. *Please note: This Notice of Intent to Request Transcript Redaction should NOT contain the list of information to be redacted.*

If a *Notice of Intent to Request Transcript Redaction* is NOT filed, the transcript will be available to the public via the docket sheet as filed 90 days after the original transcript is filed.

If a *Notice of Intent to Request Transcript Redaction* is filed, the requesting party shall file the *Request for Transcript Redaction* with the court within twenty-one (21) calendar days of the filing of the transcript. The requesting party should also provide the *Request for Transcript Redaction* directly to the transcriber, specifically indicating where the personal data identifiers appear in the transcript. The *Request for Transcript Redaction* can only be viewed by e-filing parties that have purchased copies of the transcript.

Filing Redacted Transcript:

Once a *Request for Transcript Redaction* is filed, the transcriber has 31 calendar days from the date of the filing of the transcript to file a redacted version of the transcript. When a *Redacted Transcript* is filed, it will be made electronically available in CM/ECF and PACER after the 90 day restriction; the unredacted transcript, however, will not be publicly available through remote electronic access beyond the 90 day period.

Please contact Courtroom Services at 803-765-5436 for assistance with requesting a transcript.