

TRANSCRIPT REDACTION INFORMATION

A Court Reporter will file the transcript with the Clerk's office and it will be entered on the docket, the docket text will include:

- Court Reporter's name and phone number
- Notice of Filing Official Transcript from which the parties will have seven calendar days to file the Notice of Intent to Redact. From this same date there is a
- 21 day deadline for the parties to file a Redaction Request
- 31 day deadline for the court reporter to file a redacted transcript
- 90 day deadline for public release of the transcript

During the 90-day period:

- The transcript will be restricted to court users and the public terminal (for viewing only)
- Only attorneys who obtain a transcript from the court reporter or transcriber may obtain remote electronic access to the transcript through the court's CM/ECF system.

Only the following personal identifiers may be redacted without further permission from the court:

- Social Security Numbers
- Financial Account Numbers
- Names of Minor Children
- Dates of Birth
- Home addresses of individuals

Notice of Intent to Request Redaction*

Attorneys have 7 calendar days to file from the Notice of Filing Official Transcript
Will be electronically available to the public

Do Not include any actual personal identifiers in this notice.

If a party fails to request redaction within this time frame, the transcript will be made available, without redaction, at the end of the 90-day period

Motion to Redact Transcript**

To be filed if a party wants to redact other information.

Should be served on all parties and the court reporter within the 21-day period.

Redaction Request - Transcript

To be filed within the 21-day period

Must include a statement indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted

Example: "Social Security Number 123-45-6789 on page 12, line 9 should be redacted to read xxx-xx-6789"

Entry will be restricted to court users and case participants

Transcript Redacted

To be filed within the 31-day period, if redactions are requested.

The redacted transcript will be released for remote electronic access when the original 90-day period has ended.

90-day Release date

The most recent version of the transcript will be released for remote electronic access.

The original transcript will remain restricted to court users and the public terminal (for viewing only.)

**During the 90-day restriction period if a Notice of Intent to Redact is filed, the transcript will not be released for remote electronic access.*

***During the 90-day restriction period a Motion for Extension of Time re Transcript or a Motion to Redact Transcript may be filed. Until an order is entered on motions re the transcript, it will not be released for remote electronic access, even if the 90-day period has passed.*

Counsel appointed pursuant to the Criminal Justice Act (CJA) may claim compensation, at the applicable rate, for the time spent reviewing the transcript and preparing the Notice of Intent to Redact and Redaction Request as well as for costs associated with obtaining a copy of the transcript.

Please note, despite these redaction procedures, it is possible with the help of all parties to avoid the necessity of redactions and prevent harmful disclosure of personal data identifiers through the electronic availability of transcripts by altering courtroom behavior so that any unnecessary personal information is not elicited during court proceedings.