

Guide to Transcript Redaction

Who is filing/responsible	What is filed	When is it filed	Where is it filed
1. Court Reporter/Transcriber	Transcript. (Transcript of proceeding).	Ordinary Transcript – within 30 calendar days after receipt of an order. 14-Day Transcript – within 14 calendar days after receipt of an order. Expedited Transcript – within seven calendar days after receipt of an order.	Court's CM/ECF Application.
2. Attorney	Notice of Intent to Redact. Personal identifiers: 1. Minors' names: use the minors' initials; 2. Financial account numbers: use only the last four numbers of the account number; 3. Social Security numbers: use only the last four numbers; 4. Dates of birth: use only the year; 5. Home addresses: use only the city and state (applicable in criminal cases only); 6. Juror's names: use jurors' initials. MUST use the Notice of Intent to Request Redaction event (under Notices) and link to the transcript to be redacted.	Within 7 calendar days of the filing of the transcript.	Court's CM/ECF Application. (When filing link the notice to the transcript to be redacted.) Court Reporter/Transcriber must be contacted outside of CM/ECF as they will not receive the Notice of Electronic Filing (NEF) as a party to the case.
3. Attorney	Request for Redaction. The request for redaction shall indicate what should be redacted. For example, if a party wanted to redact the Social Security number 123-45-6789 appearing on page 12, line 9 of the transcript, the Request for Redaction would read: "Redact the Social Security number on page 12, line 9 to read xxx-xx-6789." MUST use the Redaction Request - Transcript event (under Other Documents) and link to the transcript to be redacted.	Within 21 days of the filing of the transcript.	Court's CM/ECF Application. (When filing link the notice to the transcript to be redacted). Court Reporter/Transcriber must be contacted outside of CM/ECF as they will not receive the NEF as a party to the case.

Guide to Transcript Redaction

Who is filing/responsible	What is filed	When is it filed	Where is it filed
4. Court Reporter/Transcriber	Redacted transcript. Performs requested redactions to the transcript and e-files the redacted transcript in CM/ECF.	Must be filed within 31 days of the filing of the filing of the original transcript.	Court's CM/ECF Application.
Optional filings:			
5. Attorney	Motion for Redaction. <i>If a party wants to redact other information not related to the personal identifiers specified above, the party must move the Court for further redaction by separate motion served on all parties and the Court Reporter/Transcriber within the 21-day period.</i> MUST use the <i>Redact Transcript</i> motion event (under <i>Motions</i>) and <i>link</i> to the transcript to be redacted.	Within 21 days of the filing of the transcript.	Court's CM/ECF Application. <i>(When filing, link the notice to the transcript to be redacted).</i> <i>Court Reporter/Transcriber must be contacted outside of CM/ECF as they will not receive the NEF as a party to the case.</i>
6. Court Reporter/Transcriber	Redacted transcript pursuant to the order granting the motion. <i>Performs requested redactions to the transcript and e-files the redacted transcript in CM/ECF.</i>	Must be filed by the date specified in the order granting of the Motion to Redact.	Court's CM/ECF Application.
7. Attorney	Motion for Extension re Transcript. <i>If a party must file for an extension of time regarding transcripts, a specific motion event must be used so the motion can be linked to the transcript.</i> MUST use the <i>Extension of Time re Transcript</i> motion event (under <i>Motions</i>) and <i>link</i> to the transcript.	As necessary. Please review the Notice of Electronic Availability and Redaction of Transcripts on the court's website at www.cod.uscourts.gov .	Court's CM/ECF Application.