

Guide to Transcript Redaction

Who is filing/responsible	What is filed	When is it filed	Where is it filed
1. Court Reporter/Transcriber	<p>Transcript</p> <p>Transcript of proceeding.</p>	<p>Court Reporter/Transcriber has</p> <ul style="list-style-type: none"> - 30 days for non civil cases, - 60 days for civil and appeal cases, - Expedited schedule request, - As ordered by the Court to post a requested transcript. 	<p>Court's CM/ECF Application</p>
2. Attorney	<p>Notice of Intent to Redact</p> <p>Personal identifiers:</p> <ol style="list-style-type: none"> 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. <div style="border: 2px solid blue; padding: 5px; margin-top: 10px;"> <p>MUST use the Notice of Intent to Request redaction event (under Notices) and link to the transcript to be redacted.</p> </div>	<p>Within 7 calendar days of the posting of the transcript.</p>	<p>Court's CM/ECF Application. (When filing, link the notice to the transcript to be redacted.)</p> <p>Court Reporter/Transcriber must be notified outside of CM/ECF as they are not a party to the case.</p>
3. Attorney	<p>Request for Redaction.</p> <p>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."</p> <div style="border: 2px solid blue; padding: 5px; margin-top: 10px;"> <p>MUST use the Redaction Request - Transcript event (under Other Documents) and link to the transcript to be redacted.</p> </div>	<p>Within 21 days of the posting of the transcript.</p>	<p>Court's CM/ECF Application. (When filing, link the notice to the transcript to be redacted.)</p> <p>Court Reporter/Transcriber must be notified outside of CM/ECF as they are not a party to the case.</p>

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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 10 days of the filing of the Request for Redaction	Court's CM/ECF Application
Optional filings:			
5. Attorney	Motion for Redaction <i>If a party wants to redact other information not 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 Redact Transcript motion event (under Motions) and link to the transcript to be redacted.	<i>Within 21 days of the filing of the transcript.</i>	<i>Court's CM/ECF Application. (When filing, link the notice to the transcript to be redacted.)</i> <i>Court Reporter/Transcriber must be notified outside of CM/ECF as they are not 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>	<i>Must be filed the time specified in the order granting of the Motion to Redact.</i>	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 Extension of Time re Transcript motion event (under Motions) and link to the transcript.	<i>As necessary. Please review the Policy Concerning Electronic Availability and Redaction of Transcripts on the web site at www.cod.uscourts.gov.</i>	Court's CM/ECF Application