

# Transcript Filing Instructions for Pro Se Litigants

Background.....	<a href="#">1</a>
Filing of Transcript.....	<a href="#">1</a>
Purchase of Transcript.....	<a href="#">1</a>
Redaction Responsibility.....	<a href="#">2</a>
Redaction Procedure:.....	<a href="#">2</a>
Filing of Redacted Transcript.....	<a href="#">3</a>
Juror Name Information.....	<a href="#">3</a>

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## Background

The Judicial Conference Policy to make transcripts of court proceedings available electronically via CM/ECF and PACER mandates that official court transcripts be restricted from PACER for a period of 90 days after filing. During this 90 days period, the transcript is also subject to redaction of personal identifiers as requested by counsel of record and parties to the case. After the 90 day period has ended, the filed transcript (or redacted transcript) is available for inspection and copying in the Clerk’s Office, as well as through PACER.

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## Filing of Transcript

After the transcript is filed in CM/ECF, all pro se parties in the case will receive by postal mail a Notice of Electronic Filing and instructions regarding redaction requirements. The transcript will be restricted from PACER for a period of 90 days.

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## Purchase of Transcript

During the 90 day restriction period, transcripts must be purchased from the court reporter.

- The purchaser can receive the transcript from the court reporter in paper or electronic format, but not both.

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## Redaction Responsibility

Transcripts that have been ordered and filed in the case must be reviewed by attorneys and pro se litigants to determine if personal identifiers are listed in the transcript and must be redacted. Court reporters and clerk’s office personnel are not responsible for reviewing the transcript for possible redaction.

Attorneys and pro se litigants must review transcripts for possible redaction even if they did not order the transcript.

Note: The transcript can be purchased from the court reporter **or** viewed at the public access terminal in the clerk's office.

Review the transcript to identify the following personal identifiers for redaction:

- Individuals' Social Security numbers,
- Taxpayer Identification numbers,
- Financial account numbers,
- Names of minor children,
- Dates of birth,
- Home address to the city and state of party or non-party in criminal cases.

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**Redaction Procedure:**

If upon review of the transcript it is determined that redaction of personal identifiers is necessary the attorney or pro se litigants will:

<b>STEP</b>	<b>ACTION</b>
1	File a Notice of Intent to Request Redaction within 7 calendar days from the filing of the transcript. <ul style="list-style-type: none"><li>• Form is attached and also available on the Court's website. <a href="http://www.scd.uscourts.gov">www.scd.uscourts.gov</a></li><li>• Attorneys and pro se litigants are responsible for notifying the court reporter when the Notice is filed with the Clerk's Office.</li></ul>
2	Provide a statement listing the information to be redacted by page and line number directly to the court reporter within 21 calendar days of the filing of the transcript.  <u>Note:</u> If the statement is not provided to the court reporter within 21 days, the court may issue a Order to Show Cause or take other action.
3	File a motion, if there is other information in the transcript that you wish to redact.

STEP	ACTION
	<u>Note:</u> The transcript will remain restricted until this motion is ruled on, even though the 90 day restriction period may have expired.

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### Filing of Redacted Transcript

If the attorney pro se party has identified personal identifiers for redaction, the court reporter will file a redacted transcript which will remain restricted from PACER for the 90 day restriction period.

Note: After the 90 day restriction period has expired, the redacted transcript will be available through PACER and the un-redacted transcript will remain restricted.

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### Juror Name Information

The Judicial Conference's Privacy Policy requires courts to restrict identifying information about jurors or potential jurors.

- Sections of the transcript containing juror name information will be filed as separate volumes. The PDF for these volumes remains restricted and available to court users only.

Note: If jurors are identified by number only, the information is not restricted.