



# **ELECTRONIC TRANSCRIPT POLICY**

# ELECTRONIC TRANSCRIPT POLICY

- ❑ Transcripts produced by the Court and ordered by litigants/public are filed and are subject to the redaction policy
- ❑ 90 day review period for personal identifiers
  - ❑ Social Security numbers
  - ❑ Financial Account numbers
  - ❑ Dates of Birth
  - ❑ Names of minor children
  - ❑ Home addresses in criminal cases



# ELECTRONIC TRANSCRIPT POLICY

- ❑ Public access is “restricted” during 90 day review period. Transcripts publicly available at the Clerk’s Office or from Court Reporter/Transcriber
- ❑ File “Notice of Intent to Request Redaction” within 7 calendar days, send copy to Court Reporter/Transcriber
- ❑ Submit “Statement of Redaction”, within 21 days, from the filing of the transcript directly to Court Reporter/Transcriber (do not file)



**UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF NEW JERSEY**

Plaintiff(s)	)	
	)	
v.	)	CASE NO. _____
	)	
Defendants(s).	)	
	)	

**\*NOTICE OF INTENT TO REQUEST REDACTION**

Notice is hereby given that a statement of redaction of specific personal identifiers contained in the transcript of proceedings dated \_\_\_\_\_ will be submitted to the court reporter/transcriber within 21 days from the filing of the transcript of with the Clerk of Court.

S/ \_\_\_\_\_  
Attorney for \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_, I electronically filed the foregoing with the Clerk of Court using the CM/ECF system. I have also provided notice of this filing to the Court Reporter / Transcriber.

I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF parties:

\_\_\_\_\_

S/ \_\_\_\_\_

\* This notice should be electronically filed in CM/ECF utilizing the event "Notice of Intent to Request Redaction", which can be found under "Notices".

(Revised 2/18/09)

**UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF NEW JERSEY**

Plaintiff(s)	)	
	)	
v.	)	CASE NO. _____
	)	
Defendants(s).	)	

**STATEMENT OF REDACTION**

**\*\*\* (Submitted to Court Reporter / Transcription Agency and NOT filed) \*\*\***

\*\*Please list the page number and line number where redaction is necessary\*\*  
(i.e.: Social Security # on page 12, line 9, to read xxx-xx-6789)

Docket No. Of Transcript	Page	Line(s)	Identifier

\*\*The undersigned understands that redaction of information other than personal identifiers listed below requires a separate motion and Court approval.

Date: \_\_\_\_\_ Attorney: \_\_\_\_\_

For Party : \_\_\_\_\_

Below is a list of items that are to be redacted pursuant to Fed. R. Civ. P. 5.2 and Fed. R. Cr. P. 49.1 as well as the Court's Policies and Procedures governing CM/ECF.

Redaction Checklist for attorneys:

- ☐ Social Security numbers to the last four digits;
- ☐ Financial account numbers to the last four digits;
- ☐ Dates of birth to the year;
- ☐ Names of minor children to the initials; and
- ☐ Home addresses to the city and state (criminal cases only)

# ELECTRONIC TRANSCRIPT POLICY

- ❑ Court Reporter/Transcriber files “Redacted Transcript”
- ❑ After 90 day review period, ***Civil Transcripts not requiring redaction and Redacted Transcripts*** become unrestricted and are available on PACER



# ELECTRONIC TRANSCRIPT POLICY

- ❑ Additional Redaction Requests (other than personal identifiers listed in the policy)
  - ❑ Formal motion before the Court
  - ❑ Transcript restriction will not be removed until motion is decided
  - ❑ Use the event Motion to Redact transcript under the Motions hyperlink



# ELECTRONIC TRANSCRIPT POLICY

- ❑ Redacting a transcript does not seal the original, it will still be available in the Courthouse but not on PACER.
- ❑ A formal Motion to Seal MUST be filed if you would like the transcript sealed.
  - ❑ Use the event Motion to Seal found under the Motions hyperlink and link the motion to the transcript.





# ELECTRONIC TRANSCRIPT POLICY

## ❑ PACER Fees

- ❑ Charges are not capped at 30 pages as they are for other Court documents.
- ❑ Charges are incurred each time a transcript is accessed.
- ❑ There is no “free look” for transcripts.



# ELECTRONIC TRANSCRIPT POLICY

## ❑ CRIMINAL TRANSCRIPTS

- ❑ Available at the Courthouse on the public terminal
- ❑ Purchase through the Court Reporter/Transcriber only.
- ❑ Are not released and cannot be viewed in PACER.



# FAQ'S AND ISSUES



# FAQ'S AND ISSUES

- ❑ Are “Un-redacted / Redacted Transcripts” the same as being sealed?
  - ❑ No. The Un-redacted AND Redacted transcripts are still publicly available in the Clerk's office or from the Court Reporter/Transcriber



# FAQ'S AND ISSUES

- ❑ A transcript was filed, but I did not order it. Do I still have to review it for possible redactions?
  - ❑ Yes. If you represented a party at the proceeding, you are still responsible for reviewing for redactions



# FAQ'S AND ISSUES

- ❑ I ordered a transcript from the Court Reporter/Transcriber, but I still cannot access it on PACER. Why?
  - ❑ If you are attorney of record, you will be provided PACER access to the transcript, however, you still should receive the transcript from the Court Reporter/Transcriber



# FAQ'S AND ISSUES

- ❑ Can I order a transcript from the Court Reporter/Transcriber in electronic format only?
  - ❑ Yes, just make your request clear



# FAQ'S AND ISSUES

- ❑ Can I utilize your forms to submit a request to seal information in a transcript?
  - ❑ No. Applications to seal must be made by motion.





# FAQ'S AND ISSUES

- ❑ I filed a Notice of Intent to Redact, but after review we found there were no personal identifiers in the transcript. What should I do?
  - ❑ A withdrawal of the Notice of Intent has to be filed before the 90 day review period expires

