

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

**POLICY REGARDING THE REDACTION AND SEALING OF  
CIVIL CASE TRANSCRIPTS/DIGITAL RECORDINGS**

*(NOT FOR REDACTION OF PERSONAL IDENTIFIERS)*

This policy applies to transcript/digital recording redactions pursuant to L.Civ.R.5.3(g), which are separate and apart from the redaction of personal identifiers mandated by Federal Rule of Civil Procedure 5.2 and the Court's Electronic Case Filing Policies and Procedures. This policy only applies to transcripts of proceedings taking place in this court, not depositions taken outside of court or proceedings of state courts or other jurisdictions.

Parties wishing to seal any part or all of a transcript/digital recording, before or after a transcript is filed, must electronically file with the Court a Motion to Redact and Seal using the Motion event Redact and Seal Transcript/Digital Recording. The Motion to Redact and Seal must satisfy the standards for sealing set forth in L.Civ.R.5.3(c). All motions to redact and seal any transcript shall be deemed to apply to the original record defined in 28 U.S.C. § 753. Pursuant to L.Civ.R.5.3, the transcript/digital recording that is the subject of a Motion to Redact and Seal shall be temporarily sealed by the Clerk's Office pending a determination of the motion. The parties shall not electronically file their proposed redacted version of the transcript in question as part of their motion papers, but shall instead submit same directly to Chambers for the appropriate judge's review.

Pursuant to L.Civ.R.5.3(g)(3), to prevent public access to any transcript/digital recording that is the subject of a motion to redact and seal, the party filing the motion to seal shall **serve** a copy of the Notice of Motion to Seal on the appropriate court reporter/transcription agency with a cover letter indicating that the transcript/digital recording is the subject of a pending motion to seal and should not be made available to the public until the pending motion is decided by the Court.

Parties seeking to seal any part or all of a transcript/digital recording shall NOT file a Notice of Intent to Request Redaction of the Transcript. As described in the Policy Regarding Redaction of Personal Identifiers, the Notice of Intent to Request Redaction of a Transcript is only filed where parties are seeking to redact personal identifiers from the transcript pursuant to Fed. R. Civ. P. 5.2(a).

If a Motion to Redact and Seal is granted, the party filing the motion must submit to the court reporter/transcription agency a [Statement of Redaction and Sealing Pursuant to L.Civ.R.5.3](#). The court reporter/transcription agency will then file with the court the redacted transcript, which will not include the sealed portions. The redacted transcript will be available from the court reporter/transcription agency, may be reviewed at the public terminal in the Clerk's Office, and is accessible through PACER after the ninety (90) day restriction period has expired. The original unredacted transcript will remain under seal.

Absent the filing of a Motion to Redact and Seal or an order temporarily sealing the transcript/digital recording, the original unredacted transcript/digital recording shall be available for purchase from the court reporter/transcription agency and, upon entry on the docket, can be viewed at the public terminal in the Clerk's Office. After the ninety (90) day restriction period, the original unredacted transcript shall also be accessible through PACER.

(3/28/2017)