



United States District Court for the Southern District of Indiana

Policy Regarding Electronic Availability of Transcripts

Effective May 1, 2008, transcripts of civil and criminal proceedings in The U. S. District Court for the Southern District of Indiana will be filed in electronic format. Electronically filed transcripts will not be available via PACER for a period of 90 calendar days after the filing of the transcript. During that time, the transcript will be available for purchase through the court reporter and may be viewed in person at the Clerk's Office. If an attorney of record in a case purchases a transcript from a court reporter, the attorney may also obtain electronic access to the transcript via the Court's Case Management/Electronic Case Filing (CM/ECF) system by notifying the court reporter. After 90 days of restricted access, the transcript will be made available to the public for viewing, downloading, or printing via PACER at the standard fee of \$.08 cents per page. This policy applies to all proceedings in cases maintained in CM/ECF for which a transcript is ordered on or after May 1, 2008, regardless of when the proceeding occurred.

Policy Regarding Redaction of Transcripts

Pursuant to The Federal Rules of Civil and Criminal Procedure (civil 5.2 and criminal 49.1), this policy establishes a procedure through which counsel may request the redaction of personal identifiers from a transcript before the transcript is made electronically available to the public. When an official transcript of a proceeding is filed electronically, a Notice of Electronic Filing will be served on all parties in the case. After the filing of the transcript, parties may request that certain personal identifiers be redacted from the transcript, as provided by the federal rules. Attorneys are strongly urged to share this information with all clients so that an informed decision about the inclusion of certain materials may be made. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. Neither the court reporter nor the clerk will review transcripts for compliance with the rules.**

The federal rules (FRCvP 5.2 and FRCrP 49.1) require the redaction of the following personal identifiers.

1. The names of minor children (use only the initials);
2. Financial account numbers (use only the last four numbers);
3. Social Security numbers (use only the last four numbers);
4. Dates of birth (use only the year); and
5. Home addresses (use only the city and state) *applies only to criminal cases*

Procedure Regarding Redaction of Transcripts

Within 7 calendar days of the filing of an official court transcript, any party wishing to redact personal identifiers from the transcript must file a *Notice of Intent to Redact*. If a Notice of Intent to Redact is filed, the filing party must subsequently file an official *Redaction Statement* **within 21 calendar days of the filing of the transcript**. Such statement must indicate where the personal identifiers appear in the transcript by page number and line number. 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 Redaction Statement would read: "Redact the social security number on page 12, line 9 to read xxx-xx-6789." Access to the Redaction Statement will be restricted to the Court and attorneys of record in the case. After the filing of a Redaction Statement, the court reporter must, within 31 calendar days of the filing of the original transcript, perform the requested redactions and electronically file a redacted version of the transcript.

NOTE: If a party wishes to redact additional information that is not covered by the federal rules, the party may do so by electronically filing a *Motion to Redact Transcript* within the 21-day redaction statement period.