

Counsel Table Copy

Personal Data Identifiers must be REDACTED.

Filings, including Transcripts, that contain personal data identifiers listed in Civil Rule 5.2 and Criminal Rule 49.1 must be redacted.

Few, if any, redactions will be necessary if the following identifiers are not included in court proceedings. **The Personal Data Identifiers are:**

- Social Security Numbers and Taxpayer ID Numbers;
- Dates of Birth;
- Minor Child's Name;
- Financial Account Numbers; and
- Home Addresses in Criminal Cases.

The new **Transcript Policy**, posted at www.lawd.uscourts.gov becomes effective 5/15/08. This policy establishes a procedure for counsel to request the redaction from the transcript of the above personal data identifiers before the transcript is made electronically available to the general public. **The responsibility for redacting personal identifiers rests solely with counsel and parties.** Neither the clerk nor the court reporter will review transcripts for compliance with this policy.

Notice of Intent to Redact:

Within seven (7) business days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court by filing a *Notice of Intent to Redact* (sample form on our website).

Redaction Request:

If a redaction is requested, counsel must electronically file and submit **to the court reporter** a *Redaction Request* (sample form on our website) **within twenty-one (21) days from the filing of the transcript**, indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted.