

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

NOTICE TO MEMBERS OF THE BAR

ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF
PROCEEDINGS BEFORE U.S. DISTRICT AND MAGISTRATE JUDGES

Transcripts of proceedings before the U.S. District Judges and Magistrate Judges in the Central District of Illinois taken by Official Court Reporters and Contract Reporters are now being filed with the court in electronic format. Electronic transcripts, once ordered by a party or attorney and produced by the Court Reporter, will be e-filed and available for viewing at the Clerk's Office public terminal, but may NOT be copied nor reproduced by the Clerk's Office for a period of 90 days. After the 90 days, the Clerk's office will contact the Court Reporter regarding any redaction requests. If there are no redactions to be made, the restrictions will be removed after the 90 day period. The transcript will be available remotely to view, download or print a copy from PACER at \$.08 cents per page or from the Clerk's Office at a rate of \$.10 per page. During the initial 90 days after the transcript is e-filed, individuals wishing to purchase a copy of a transcript - in either paper or electronic form - must do so through the Court Reporter. Once an attorney on the case has purchased a transcript, the Court Reporter will notify the Clerk's office so the attorney will be given access to the transcript through the court's CM/ECF system.

This will apply to all transcripts of proceedings or parts of proceedings ordered on or after this date, regardless of when the proceeding took place. Please read this policy carefully. This policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public.

Whenever an official transcript of a proceeding has been filed by the Official Court Reporter or Contract Reporter, a Notice of Filing of Official Transcript will be served on all parties in the case. If necessary, a party must file a Notice of Intent to Request Redaction (sample attached) within seven (7) business days of the filing of the official transcript by the Court Reporter. If a party fails to request redaction within this time frame, the transcript will be made electronically available without redaction, 90 days after the transcript was initially filed with the Clerk. A copy of the officially filed transcript will be available for reviewing at the Clerk's Office public terminal or for purchase from the Court Reporter during this five-day period in paper form or electronic form.

Counsel are strongly urged to share this notice 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. The Clerk and Court Reporter will not review each transcript for compliance with this rule.**

If a party files a Notice of Intent to Request Redaction, the transcript will not be made remotely electronically available to the general public until the redactions have been made. A copy of the officially filed transcript will be available for reviewing in the Clerk's Office or purchased from the Court Reporter during this time. Within 21 calendar days from the filing of the transcript with the Clerk, or longer if ordered by the Court, the parties must e-file with the Court a Motion of Requested Redactions indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted. Requests for Redactions other than personal identifiers will need to be ruled on by the Court. Access to this motion will be restricted to the Court and the attorneys of record in the case. 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 Statement of Requested Redactions would read: "Redact the Social Security number on page 12, line 9 to read xxx-xx-6789." A party is only responsible for reviewing and indicating the redactions in the testimony of the witnesses it called and its own statements (e.g. opening statements and closing arguments).

Only the following personal identifiers listed by the Judicial Conference in its policy on the Electronic Availability of Transcripts, may be redacted using a Statement of Requested Redactions submitted to the Court Reporter: All other requests for redaction shall be in a motion.

1. Minors' names: use the minors' initials;
2. Financial account numbers: use only the last four numbers of the account number;
3. Social Security numbers: use only the last four numbers;
4. Dates of birth: use only the year;
5. Home addresses to the city and state.

If a party wants to redact other information, that party must move the Court for further redaction by separate motion served on all parties and the Court Reporter within the 21-day period. Counsel appointed pursuant to the Criminal Justice Act may claim compensation, at the applicable rate, for the time spent reviewing the transcript and preparing the Motion of Requested Redactions as well as for costs associated with obtaining a copy of the transcript.

IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS

)	
)	
Plaintiff(s),)	
)	
vs.)	Case No.
)	
)	
)	
Defendant(s).)	

NOTICE OF INTENT TO REQUEST REDACTION

Notice is hereby given that a Motion of Requested Redactions shall be e-filed with the Court within 21 days from the filing of the transcript with the Clerk of Court. Access to the Motion of Requested Redactions will be restricted to the Court and attorneys of record in the case.

Date: _____

s/ _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

CERTIFICATE OF SERVICE

I hereby certify that on ___Date___, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following: _____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants:
_____.

s/ _____

NOTE: To electronically file this document, you will find the event in our Case Management (CM/ECF) system, under Civil Events/Other Documents/Notice of Intent to Request Redaction and under Criminal Events/Notices/Notice of Intent to Request Redaction.

The undersigned understands that redaction of information other than personal identifiers listed below requires an order of the court.

- Minors' names: use the minors' initials;**
- Financial account numbers: use only the last four numbers of the account number;**
- Social Security numbers: use only the last four numbers;**
- Dates of birth: use only the year;**
- Home addresses to the city and state.**

Date: _____ s/ _____
Address: _____

Telephone: _____
Fax: _____
E-mail: _____

CERTIFICATE OF SERVICE

I hereby certify that on ___Date___, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following: _____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants: _____.

s/ _____

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