

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS

NOTICE TO MEMBERS OF THE BAR

Effective May 15, 2008, in accordance with Judicial Conference Policy, Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1, the Southern District of Illinois will implement the following guidelines regarding official court transcripts:

1. A transcript provided to the court by a court reporter or transcriber will be available at the Clerk's Office, for inspection only, for a period of 90 days after it is filed.
2. During the 90-day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference. The transcript will be available for viewing at the public terminal at the courthouse and remotely electronically available to any attorneys of record who have purchased a copy from the court reporter.
3. After the 90-day period has ended, the transcript will be available for copying in the Clerk's Office and for download through PACER.

Note: This applies to transcripts of federal courtroom proceedings, not depositions taken outside the court or proceedings of state courts or other jurisdictions.

Please read this carefully. This notice outlines procedures for counsel to request the redaction from the transcript of specific personal identifiers before the transcript is made electronically available to the general public.

Counsel are strongly urged to share this notice with their 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 parties. The Clerk and the court reporter will NOT review transcripts for compliance with this rule.**

Notice of Intent to Redact:

Within seven (7) calendar days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court and the court reporter by filing a *Notice of Intent to Redact*.

Redaction Request:

If a redaction is requested, counsel must submit to the court and the court reporter a *Redaction Request* **within 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.

Note: This procedure is limited to the redaction of the specific personal data identifiers listed

below:

- Social security numbers and taxpayer identification number 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 in criminal cases.

If an attorney files a *Notice of Intent to Redact* but fails to timely file a *Redaction Request* or *Motion for Extension of Time re Transcript*, no redaction will be made and the original transcript will be publicly available after 90 calendar days.

Requests for Additional Redactions:

If counsel would like to request further redactions, in addition to those personal identifiers listed above, counsel must move the Court by filing a separate *Motion to Redact Transcript*.

Redacted Transcript:

The court reporter or transcriber must, within 31 calendar days of the filing of the original transcript, or longer if the Court so orders, perform the requested redactions, and file a redacted version of the transcript.

Remote Public Access to Transcript:

If a redacted transcript is filed with the Court, that redacted transcript will be remotely electronically available through PACER after 90 calendar days from the date of filing the original transcript and the original transcript will not be made publicly available. If the original transcript is filed without redaction, that original transcript will be remotely electronically available through PACER after 90 calendar days.

CJA Panel Attorneys:

An attorney who is serving as appointed “standby” counsel for a pro se litigant must review the transcript as if the pro se party were his/her client. If an attorney represents a client pursuant to the Criminal Justice Act (CJA), including serving as standby counsel, the attorney conducting the review of the transcript is entitled to compensation under the CJA for functions reasonably performed to fulfill the obligation and for reimbursement of related reasonable expenses.

PACER Fees:

PACER fees will be applied both during and after the 90-day restriction period. Charges will not be capped at 30 pages as they are for other court documents, but will accrue for the entire transcript. The users will incur PACER charges for each time the transcript is accessed even though he or she may have purchased it from the court reporter and obtained remote access through CM/ECF. There is NO “free look” for transcripts.

Note: The Court’s NEW TRANSCRIPT POLICY is available for viewing on our website at www.ilsd.uscourts.gov/forms/transpol051508.pdf .