

U.S. DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA

**Questions and Answers on the New Transcript Policy**  
effective May 15, 2008

1. Q. Will anyone be able to obtain a copy of the transcript during the initial 90-day period after it has been filed with the clerk?
  - A. Yes, any counsel, party, or member of the public wanting a copy of a transcript during the 90-day period will be able to purchase a copy from the court reporter.
  
2. Q. Will counsel, a party, or the public be able to review the transcript during the 90-day restriction period without purchasing a copy?
  - A. Yes, the transcript on the CM/ECF system will be available for review and inspection at the court's public terminal during the 90-day period. However, the clerk's office will not provide copies to counsel, a party or the public during the 90-day period, but rather will refer anyone who wants a copy to the court reporter. In addition, any counsel or parties to a case who have purchased a transcript from the court reporter will be given remote access to the transcript through the CM/ECF system. Counsel of record in a case who have not purchased a copy of the transcript from the court reporter will not have access to the transcript through CM/ECF until they purchase it from the court reporter or until the 90-day period has expired.
  
3. Q. Once the transcript is filed with the clerk, may court reporters sell copies to other parties requesting the transcripts?
  - A. Yes, nothing in the new policies restrict counsel, parties, or the public from requesting copies of a transcript from a court reporter – during or after the 90-day period.
  
4. Q. How will a court reporter know when to redact a transcript?
  - A. The redaction of transcripts should be requested by any counsel/parties involved in the case. Counsel may file a "Notice of Intent to Redact"

within seven (7) days of the transcript being filed with the clerk. Counsel will then follow-up, within twenty-one (21) calendar days after the transcript was filed, with a specific request for redaction, noting the page numbers and line numbers where redaction is required. (Sample forms are posted on our web site at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)).

5. Q. When a court reporter electronically files the transcript with the clerk, they also send the transcript to the ordering party. If a transcript is requested to be redacted, the court reporter sends the redacted copy of the transcript to the clerk for filing. Does the court reporter also send a redacted copy to the ordering party as well?
  - A. No, the review of transcripts for information required by the rules to be redacted allows the court to make only the redacted version electronically available after the 90-day period. Therefore, there is no requirement to send a copy of the redacted transcripts to the parties who originally ordered the transcripts. The redacted transcript only needs to be filed with the clerk of court following the same procedure that was used to deliver the unredacted version to the clerk.
  
6. Q. How are Redaction Requests prepared by the attorneys for the court reporters to be handled?
  - A. Redaction Requests are e-filed using the CM/ECF event “Redaction Request – Transcript (Restricted Pleading)”. Although the docket entry is public, the PDF attached may **only** be viewed by case participants and court staff. A sample Redaction Request is posted on our web site at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov) in the Forms section.
  
7. Q. What are the personal identifiers that a party may request be redacted?
  - A. The redaction of the following personal identifiers should be requested by counsel:
    - Social Security numbers (or taxpayer identification numbers) to reflect only the last four digits;
    - financial account numbers to reflect only the last four digits;
    - dates of birth to reflect the year only;
    - individuals known to be minor children to reflect only the initials; and
    - in criminal cases, any home addresses stated in court to reflect only the city and state.

8. Q. May parties move to redact other information in a transcript other than the specified identifiers?

A. Yes, while the court reporter is authorized upon request to redact the specified personal identifiers noted in the answer to 7 above, the moving party must receive a ruling of the court before other information in the transcript may be redacted.

9. Q. Is there a fee that the court reporter can charge for making the redactions:

A. No, the Judicial Conference has not authorized an additional fee for providing redacted transcripts to the court for the electronic records of the court.