

## Questions and Answers on the Availability of Transcripts and Transcript Redaction Procedures

Q. How do I order a hearing transcript?

A. You will need to contact the contract court reporter/transcriber that is listed on the Hearing Transcript homepage.

Q. What is the time period for delivery of transcripts once an order has been received and satisfactory financial arrangements have been made?

A. Ordinarily, transcripts must be delivered to the ordering party within thirty (30) days after an order has been received and satisfactory financial arrangements have been made. Reporters may provide 14-day, expedited, daily, or hourly service at the request of the parties whenever possible, but are not required to do so.

Q. Who can obtain a copy of the transcript during the initial 90-day period after the transcript has been filed with the court?

A. Any attorney, 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 transcriber.

Q. When will the hearing transcript be made remotely available to the public through the PACER system?

A. The hearing transcript will be remotely available to the public through PACER 90 days after it has been filed with the court.

Q. Will an attorney, a party, or the public be able to review the transcript during the 90-day period?

A. Yes, once the transcript is filed with the court and docketed in the CM/ECF system, it 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 an attorney, a party or the public during the 90-day period, but rather will refer anyone who wants to purchase a copy to the court transcriber.

Q. Once the certified copy of the transcript is filed with the court, may court transcribers sell copies to other parties requesting the transcript?

A. Yes, nothing in the policy restricts attorneys, parties, or the public from requesting a copy of a transcript from a court transcriber, either during or after the 90-day period.

Q. How will a court transcriber know when to redact a transcript?

A. An attorney or party to the case will file a Notice of Intent to Request Redaction within seven days of the filing of the transcript with the court. An attorney or party will then have 21 calendar days from the date of filing of the transcript to review the transcript and submit to the court transcriber a list of places where the personal data identifiers to be redacted appear in the transcript. The court may order this time extended, for good cause shown.

Q. What are the personal identifiers that a party may request be redacted?

A. The following personal identifiers should be redacted:

- Social Security numbers (or taxpayer identification numbers) to the last four digits;
- financial account numbers to the last four digits;
- dates of birth should contain only the year of birth;
- individuals known to be minor children (refer to with initials); and
- in criminal cases, only home addresses stated in court to the city and state.

Q. Once a court transcriber receives the list of redactions from the attorney(s), how long does the court transcriber have to redact the transcript and refile the redacted transcript with the court?

A. The court transcriber must redact the identifiers as directed by the party, and then re-file the redacted transcript within 31 calendar days of the filing of the original transcript.

Q. Will the unredacted transcript that is originally filed with the court be permanently restricted?

A. Yes, once the court transcriber re-files the redacted transcript the clerk of court will permanently restrict access or seal the original transcript.

Q. As the court transcriber is preparing a transcript, if she/he notices that redactions will be necessary, should the court transcriber do the redactions then and there?

A. No, they do not have the responsibility to redact information unless a redaction request is made by the parties to the case.

Q. Is there a fee that the court transcriber 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.

Q. When a transcript is requested by a third party (for example, the media or a researcher), what version (redacted or unredacted) should the court transcriber sell?

A. The redacted transcript should be sold since the unredacted version is permanently restricted or sealed. Selling the redacted version will help prevent the dissemination of the personal information that the Judicial Conference Policy requires to be redacted in all court filings, and could help in preventing identify theft.

Q. How can I obtain a transcript for a 341 meeting of creditors?

A. If the meeting was held in Memphis or Jackson, you will need to contact the Office of the United States Trustee in Memphis.

Q. Can I have an audio file of a court hearing on PACER transcribed?

A. No, audio files that have been docketed and are available on PACER are not considered the official record, and cannot be used to make official transcripts.

Additional information regarding transcripts is available in the [Guide to Judiciary Policy Vol 6 Ch 5 Section 520 -Transcript Format.pdf](#)