Policy and Procedures on Redacting Personal Information from Transcripts

Pursuant to the E Government Act, the Court will be implementing a new procedure for the handling of Transcripts. The following procedures are being enacted to ensure that the privacy policy is followed.

The Clerk's Office will docket official transcripts upon receipt from a transcriber. The Clerk's Office will then send notice to all parties involved in the hearing that they have 15 days in which to file a Notice of Intent to Request a Redacted Transcript. During this time period the transcript will not be viewable by the public. At the expiration of the 15 day deadline, if no Notice of Intent to Request a Redacted Transcript is filed, the Clerk's Office will make the electronic image of the transcript viewable by the public.

If a party wishes to have certain information (social security numbers, financial account numbers, dates of birth and names of minor children) redacted from the transcript, they must file a Notice of Intent to Request a Redacted Transcript (a new event in the Notice category) with the Court. If that "Notice" is filed , no remote electronic access to the transcript will be allowed. The filer of the Notice will then have 21 days to submit their request for a redacted transcript to the transcriber. The request for a redacted transcript should be submitted directly to the transcriber.

The transcriber will then redact the identifiers as directed by the party and submit a redacted transcript to the Clerk's Office. The Clerk's Office will enter this on the docket as a Redacted Transcript. This transcript will be viewable by the public. If a redacted transcript is filed, both the original and the redacted version of the transcript will be on the docket; however, only the redacted version will be viewable by the public.