

United States District Court for the Eastern District of Missouri
Notice/Instructions regarding Redaction of Electronic Transcripts of Court Proceedings

**Electronic
Availability**

The United States District Court, Eastern District of Missouri, follows Judicial Conference policy on electronic availability of court proceeding transcripts before making the official transcripts available to the general public.

**Summary of
Policy**

Once a prepared transcript is delivered to the Clerk's Office pursuant to 28 U.S.C. § 753, the attorneys in the case are (or, where there is a self-represented party, the party is) responsible for reviewing it for the personal data identifiers required by the federal rules to be redacted, and providing the court reporter or transcriber with a statement of the redactions to be made to comply with the rules. Unless otherwise ordered by the Court, the attorney must review the following portions of the transcript:

1. opening and closing statements made on the party's behalf;
2. statements of the party;
3. the testimony of any witnesses called by the party;
4. sentencing proceedings; and
5. any other portion of the transcript as ordered by the Court.

Within seven calendar days of the delivery by the court reporter or transcriber of the official transcript to the Clerk's office, each attorney must inform the Court, by filing a notice of redaction with the Clerk (sample attached), of his or her intent to direct the redaction of personal data identifiers from the electronic transcript of the court proceeding. If no such notice is filed within the allotted time, the Court will assume redaction of personal data identifiers from the transcript is not necessary.

An attorney serving as "standby" counsel appointed to be available to assist a pro se defendant in his or her defense in a criminal case must review the same portions of the transcript as if the pro se defendant were his or her client. If the transcript relates to a panel attorney representation pursuant to the Criminal Justice Act (CJA), including serving as standby counsel, the attorney conducting the review is entitled to compensation under the CJA for functions reasonably performed to fulfill the redaction obligation and for reimbursement for related reasonable expenses.

A party is to submit to the court reporter or transcriber, within 21 calendar days of the transcript's delivery to the clerk, or longer if a Court so orders, a statement indicating where the personal data identifiers to be redacted appear in the transcript. The court reporter or transcriber must redact the identifiers as directed by the party.

These procedures are limited to the redaction of the specific personal data identifiers listed in the rules. During the 21-day period, or longer if the Court so orders, an attorney may move the Court for additional redactions to the transcript. The transcript shall not be made available on the internet until the court has ruled upon any such motion.

The court reporter or transcriber must, within 31 calendar days of the delivery of the transcript to the Clerk of Court, or longer if the Court so orders, perform the requested redactions, and file a redacted version of the transcript with the Clerk of Court. The original unredacted electronic transcript should be retained by the Clerk of Court. Court reporters are permitted to redact Social Security Numbers without party request.

**Requests for
Transcripts**

A Request for Transcript form is available on the Court's website at www.moed.uscourts.gov
Party requests shall be electronically filed in CM/ECF. Non-party requests shall be directed to the attention of the Clerk of Court.

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

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

**NOTICE OF INTENT TO REQUEST
REDACTION**

Notice is hereby given that a statement of redaction will be submitted to the court reporter/transcriber within 21 days from the filing if the transcript with the Clerk.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the Clerk of 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 _____.
