

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WISCONSIN

ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF COURT PROCEEDINGS

Transcripts of court proceedings in the Western District of Wisconsin are now being filed electronically. This policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public. See Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1.

Electronic transcripts, once ordered and produced by the court reporter, will be electronically filed and available for viewing at the clerk's office but may NOT be copied or reproduced by the clerk's office for a period of 90 days. During the initial 90 days after the transcript is e-filed, individuals wishing to purchase a copy of a transcript—in either paper or electronic form—must do so through the court reporter. After the 90 days, the clerk's office will contact the court reporter regarding any redaction requests. If there are no redactions to be made, the restrictions will be removed after the 90-day period and the transcript may be purchased from PACER or at the clerk's office.

All parties in the case will receive notice via a Notice of Electronic Filing whenever an official transcript of a proceeding has been filed by the official court reporter or contract reporter. If necessary, a party must file a Notice of Intent to Request Redaction available at <http://www.wiwd.uscourts.gov/assets/pdf/NoticeofIntenttorequestredaction.pdf> within **seven calendar days** of the filing of the official transcript. If a party does not request redaction within this time period, the transcript will be made electronically available without redaction, 90 days after the transcript was initially filed with the clerk.

If a party files a Notice of Intent to Request Redaction, then the parties must electronically file a Statement of Requested Redactions within **21 calendar days** from the filing of the transcript with the clerk, or longer if ordered by the court. In the Statement the parties must indicate where the personal identifiers appear in the transcript by page and line and how they are to be redacted. Access to this motion will be restricted to the court and the attorneys of record in the case. For example, if a party wanted to redact the social security number 123-45-6789 appearing on page 12, line 9 of the transcript, the Statement of Requested Redactions would read: "Redact the social security number on page 12, line 9 to read xxx-xx-6789." A party is only responsible for reviewing and indicating the redactions in the testimony of the witnesses it called and its own statements (e.g., opening statement).

Personal data identifiers must be redacted, as required by Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1, from the electronic transcript of the court proceeding. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. The clerk and court reporter will not review each transcript for compliance with this rule.** If a party wants to redact information other than the personal data identifiers listed in the rules, that party must file a separate motion for redaction.