

Personal Data Identifiers MUST Be Redacted

Filings, including transcripts, that contain personal data identifiers listed in Civil Rule 5.2 and Criminal Rule 49.1 must be redacted.

Few, if any, redaction will be necessary if these personal data identifiers are not included in pleadings and exhibits, and are not spoken aloud or included in court proceedings:

- Social Security numbers and/or taxpayer identification numbers;
- Dates of birth;
- Minor child's name;
- Financial account numbers; and/or
- Home addresses in criminal cases.

The transcript policy available on our website establishes a procedure for counsel to request the redaction from the transcript of the above personal data identifiers before the transcript is made electronically available to the general public. The responsibility for redacting personal identifiers rests solely with counsel and parties. Neither the clerk nor the court reporter will review transcripts for compliance with this policy.

Notice of Intent to Redact: Within seven (7) business days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court by filing a *Notice of Intent to Redact* (sample form on our website).

Redaction Request: If a redaction is requested, counsel must file a *Redaction Request* (sample form on our website) within 21 days from the filing of the transcript, indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted.