

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA

JOHN E. TRIPLETT
CLERK OF COURT



ELIZABETH N. SLATER
CHIEF DEPUTY CLERK

NOTICE OF TRANSCRIPT REDACTION POLICY

Judicial Conference Policy requires court reporters to electronically file transcripts. These transcripts will not be available on the Court's PACER system for a period of ninety days, with the exception that a party who has purchased the transcript from the court reporter will have immediate electronic access. During this time, it is the responsibility of the attorney who requested the transcript to review the document and ensure that no personal identifiers as defined by [Fed. R. Civ. P. 5.2\(a\)](#) and [Fed. R. Crim. P. 49.1\(a\)](#) are contained in the transcript. Personal identifiers covered by the Rules include:

1. Minor's Name:¹
Use minor's initials;
2. Financial account numbers:
Identify the name or type of account and financial institution where maintained, but use only the last four numbers of the account number;
3. Social Security numbers or taxpayer identification numbers:
Use only the last four numbers;
4. Dates of Birth:
Use only the year; and
5. Address:
In criminal cases, use only city and state. [Fed. R. Crim. P. 49.1\(a\)](#)

If such identifiers are present, the responsible attorney must electronically file a Notice with the Intent to Redact on the docket of the case within five days of the filing of the transcript. Within twenty-one days of such notice, the responsible attorney will electronically file the requested redactions using the Court's [Transcript Redaction Request Form](#)². The Court Reporter will make the necessary redactions and will file a redacted version of the transcript in CM/ECF.

¹ Attorneys of record in a criminal case must also review and request redaction of the name of a minor child victim or witness (see 18 U.S.C. § 3509)

² This [form](#) can be found at gasd.uscourts.gov by clicking on the "Forms -> Civil and Criminal (both) -> Transcript Redaction Request Form".