

United States District Court
Southern District of Georgia

NOTICE OF TRANSCRIPT REDACTION POLICY

Transcripts provided by the Official Court Reporter will be filed in electronic form into the CM/ECF system and will not be available on the Court's PACER system for a period of 90 days.

During this time it is the responsibility of the attorney who requested the transcript to review the document and insure that no personal identifiers as defined by the E-Government Act are contained in the transcript. Personal identifiers covered by the Act include:

- a. *Minor's names:*
use minor's initials;
- b. *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;
- c. *Social Security numbers or taxpayer identification numbers:*
use only the last four numbers;
- d. *Dates of birth:*
use only the year; and
- e. *Addresses:*
in criminal cases, use only city and state.

If such identifiers are present, the responsible attorney will file a Notice with the Intent to Redact with the Clerk within 5 days of the filing of the transcript. After notice has been filed with the Court, the responsible attorney will submit any redactions to the Official Court Reporter within 21 days of such notice who will make the necessary redactions and will file a redacted version of the transcript.

SCOTT L. POFF
Clerk