

United States District Court
District of Connecticut

Policy on Availability of Transcripts of Court Proceedings

Effective May 15, 2008, the following procedures will be followed for transcripts of hearings held in the U.S. District Court, District of Connecticut, in accordance with the Judicial Conference Policy on the Availability of Transcripts of Court Proceedings.

1. When a transcript is originally produced, the court reporter or transcriber will electronically file the official transcript in the CM/ECF system. The transcript must be in pdf format not to exceed a file size of 5 MB.
2. The transcript is restricted for 90 days from the date of filing. During that period, electronic access is limited to the following: court staff; public terminal users; attorneys of record who have purchased the transcript from the court reporter/transcriber; parties who have purchased the transcript from the court reporter/transcriber; and other persons as directed by the court. Members of the public, including the media, who purchase a transcript from the court reporter/transcriber within the 90-day restriction period, will not be granted remote electronic access during the restriction period.
3. Within seven calendar days of the filing of the official transcript by the court reporter/transcriber, each party wishing to redact a transcript must inform the court by filing a Notice of Intent to Request Redaction. The deadline for filing the Notice of Intent to Request Redaction can be extended by order of the court. The attorney/party filing the Notice of Intent to Request Redaction is responsible for serving a copy of that notice on the court reporter/transcriber. Any attorney/party needing to review the transcript for redaction purposes must purchase a copy from the court reporter/transcriber.
4. If the Notice of Intent to Request Redaction is filed, the attorney/party must file the Redaction Request within 21 days from the filing of the transcript. The deadline for filing Redaction Request can be extended by order of the court. The attorney/party is required to list the information to be redacted by page and line number. The attorney/party filing the Redaction Request is responsible for serving a copy of that request on the court reporter/transcriber. Only those personal identifiers listed in Federal Rule of Criminal Procedure 49.1 and Federal Rule of Civil Procedure 5.2 can be redacted through this process.
5. It is the responsibility of the attorney/party to request that the personal data identifiers be redacted. It is not the responsibility of the court reporter, transcriber or clerk's office.
6. If an attorney/party wishes to redact information other than the personal data identifiers, they must make a motion to the court. The transcript cannot be made available to the

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public until the motion to redact has been ruled on and the redacted transcript has been filed, if so ordered.

7. The court reporter/transcriber is required to file the redacted transcript within 31 days of the filing of the original transcript. The deadline for filing the Redacted Transcript can be extended by order of the court. The redactions will be made either through computer software designed for this purpose or by manually redacting the information. For manual redaction, the court reporter/transcriber will place an x in the space of each redacted character. Manual redactions will have the same number of x's as the characters deleted. Page and line number of transcripts will be preserved whether redaction is done manually or by using computer software.
8. If no Notice of Intent to Redact or Motion for Redaction is filed within the allotted time, the court will assume redaction is not necessary.
9. At the end of the 90-day restriction period, if there are no redaction documents or pending motions linked to the transcript, the access restriction on the transcript will be removed by the court reporter. If a redacted transcript has been filed, the original unredacted transcript will remain restricted and the access restriction will only be removed on the redacted transcript. The court reporters will monitor this deadline and perform the access restriction removal for transcripts which they have filed. In the case of a transcript filed by a transcriber and not a court reporter, the clerk's office will monitor the 90-day deadline and access restriction.