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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON**

Availability and Redaction Policies for  
Electronically Filed Transcripts of Court  
Proceedings

GENERAL ORDER NO. 08-02

NOW THEREFORE , it is ORDERED that pursuant to Judicial Conference policy regarding the electronic filing of transcripts of court proceedings the following procedures are adopted:

1. For a period of 90 days from the date a transcript is delivered to the clerk of court by a court reporter or transcriber it will only be available for inspection at the office of the clerk. Transcripts will not be electronically available to the public during this 90-day period.

2. During the 90-day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference. An attorney who has bought and paid for an original or copy of the transcript may obtain remote electronic access to the transcript through the court's CM/ECF system for purposes of creating hyperlinks to the transcript in court filings and for other purposes.

3. Each attorney is required to review the filed transcript to determine whether there is information that must be redacted. The Court reporter or transcriber shall partially redact these personal data identifiers from the electronic transcript as follows:

- Social Security Numbers and Taxpayer-Identification Numbers - to the last four digits;
- financial account numbers to the last four digits;
- dates of birth to the year;
- names of minor children to the initials; and
- home addresses to the city and state;
- passport numbers and driver license numbers - redact in their entirety

In the case of an unrepresented party, the party should perform the tasks assigned to the attorneys by this General Order.

