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.

4. Within ten business days of a court reporter's delivery of the transcript to the clerk of court, an attorney must file a notice with the court of his or her intent to request redaction of information from the transcript. An attorney is responsible for reviewing the opening and closing statements made on behalf of the party he or she represents, any statements made by the party, and the testimony of any witness called by the party. If no notice is filed during this 10-day period, the court will assume that redaction of personal data is not necessary, and will make the transcript electronically available to the public 90 days from the original date of filing of the transcript.

5. If redaction is requested, a party is to submit to the court reporter or transcriber, within 20 calendar days of the transcript's delivery to the clerk, a statement indicating where the personal data identifiers to be redacted appear in the transcript. The court reporter or transcriber must redact the identifiers as directed by the party. These procedures are limited to the redaction of the specific personal data identifiers listed in the rules. If an attorney wishes to redact additional information, he or she may make a motion to the court. The transcript will not be made public until the court has ruled on any such motion, even though the 90-day restriction period may have ended.

6. The court reporter or transcriber must, within 50 days of the delivery of the statement indicating personal identifiers, perform the requested redactions and file a redacted version of the transcript with the clerk of court. The original unredacted electronic transcript will be retained by the clerk of court as a restricted document.

7. After the 90-day period has ended, the redacted transcript will be available for inspection and copying in the clerk's office and for download from the court's CM/ECF system through the judiciary's PACER system.

Dated this 1st day of May, 2008.

Robert S Lasnik

HONORABLE ROBERT S. LASNIK
CHIEF UNITED STATES DISTRICT JUDGE