

United States District Court
for the Eastern District of Texas

Transcript Redaction Procedures
for Attorneys

Introduction

In accordance with Judicial Conference Policy and amendments to Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1, the U.S. District Court for the Eastern District of Texas has adopted the following procedures with regard to transcript redaction:

Notice of Intent to Redact:

Within seven (7) days of the filing of an official court transcript, each party wishing to redact a transcript must inform the court by filing a Notice of Intent to Redact with the clerk of court *and* the court reporter. A model form is available on our website.

Redaction Request:

If a redaction is requested, counsel **must** file with the clerk of court *and* submit **to the court reporter** a Redaction Request **within 21 days** from the filing of the transcript, indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted. A model form is available on our website.

Note: This procedure is limited to the redaction of the specific personal data identifiers listed below:

- social security 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.

If an attorney files a Notice of Intent to Redact but fails to timely file a Redaction Request or Motion for Extension of Time re Transcript, no redactions will be made and the original transcript will be remotely publicly available after 90 days.

Requests for Additional Redactions:





If counsel would like to request further redactions, in addition to those personal identifiers listed above, counsel must move the court by filing a separate Motion to Redact Transcript. Until the court has ruled on any such motion, the transcript will not be electronically available, even if the 90-day restriction period has ended.

Remote Public Access to Transcripts:

If a redacted transcript is filed with the Court, that redacted transcript will be remotely electronically available through PACER after 90 calendar days from the date of filing of the original transcript and the original transcript will never be made publicly available. If the original transcript is filed without redaction, that original transcript will be remotely electronically available through PACER after 90 calendar days.

Transcript Redaction Procedures for Attorneys

Step by Step Instructions for docketing the following events:

-  FILING THE NOTICE OF INTENT TO REQUEST REDACTION Page 4
 -  FILING THE REDACTION REQUEST - TRANSCRIPT Page 8
 -  FILING THE MOTION FOR EXTENSION OF TIME RE TRANSCRIPT Page 13
 -  FILING THE MOTION TO REDACT TRANSCRIPT Page 18
-

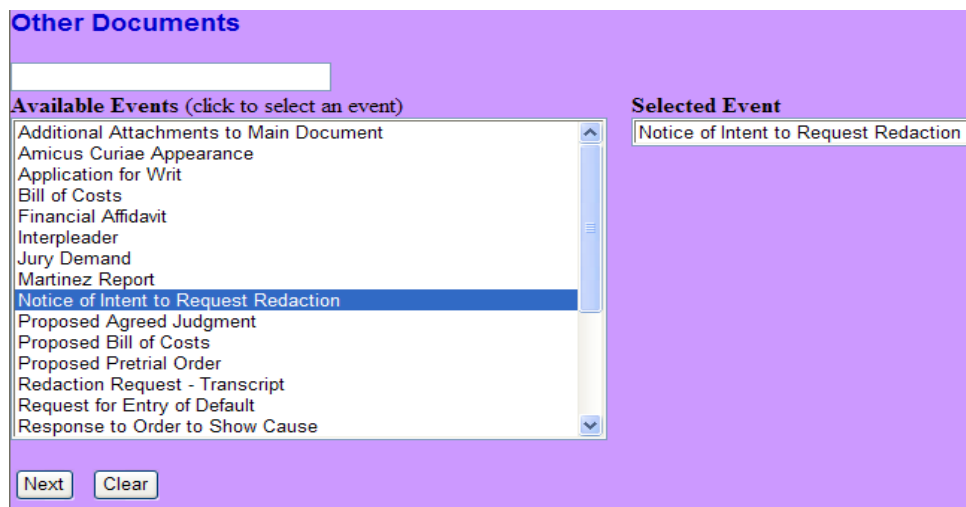
-Step by Step Instructions-

FILING THE NOTICE OF INTENT TO REQUEST REDACTION

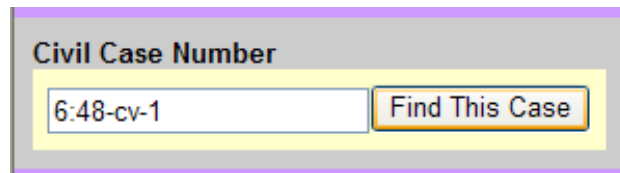
1. Download and complete the *Notice of Intent to Request Redaction* form. (TXED_Notice_of_Intent_to_request_redaction.pdf) This form can be found on our website under forms.
2. Log into CM/ECF with your CM login. (<https://ecf.txed.uscourts.gov/>) Do not use your PACER login.
3. Select Civil->Other Filings->Other Documents from the drop down menu.



4. Select **Notice of Intent to Request Redaction** and click the Next button.

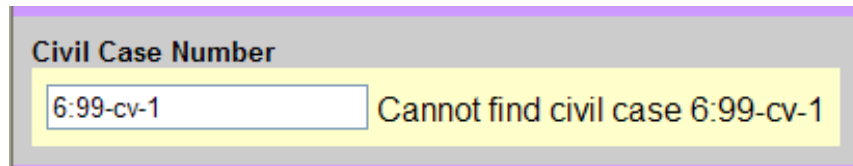
A screenshot of the 'Other Documents' selection screen. The page has a purple header with the text 'Other Documents'. Below the header is a search bar. The main content area is divided into two columns. The left column is titled 'Available Events (click to select an event)' and contains a list of document types: 'Additional Attachments to Main Document', 'Amicus Curiae Appearance', 'Application for Writ', 'Bill of Costs', 'Financial Affidavit', 'Interpleader', 'Jury Demand', 'Martinez Report', 'Notice of Intent to Request Redaction', 'Proposed Agreed Judgment', 'Proposed Bill of Costs', 'Proposed Pretrial Order', 'Redaction Request - Transcript', 'Request for Entry of Default', and 'Response to Order to Show Cause'. The 'Notice of Intent to Request Redaction' option is highlighted in blue. The right column is titled 'Selected Event' and contains a single text box with the text 'Notice of Intent to Request Redaction'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

5. Enter your case number and click, Find This Case.



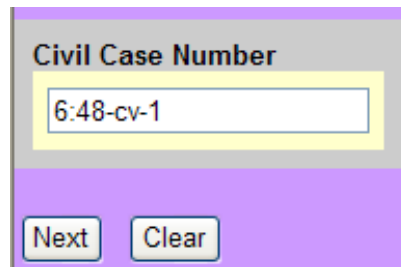
A screenshot of a search interface. At the top, the text "Civil Case Number" is displayed in a bold, black font. Below this, there is a text input field containing the case number "6:48-cv-1". To the right of the input field is a button labeled "Find This Case". The entire search area is highlighted with a yellow border.

6. If the case cannot be found, you will receive the following message:



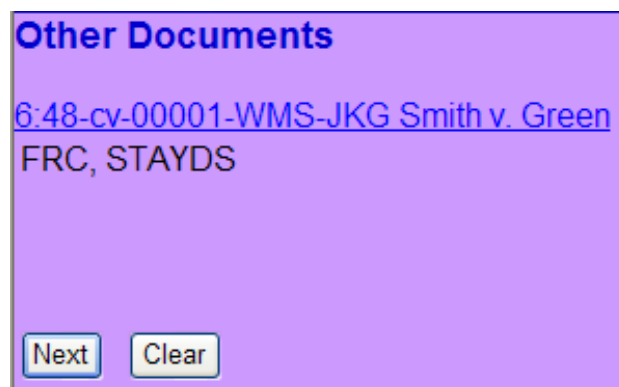
A screenshot of a search interface showing an error message. At the top, the text "Civil Case Number" is displayed in a bold, black font. Below this, there is a text input field containing the case number "6:99-cv-1". To the right of the input field, the text "Cannot find civil case 6:99-cv-1" is displayed. The entire search area is highlighted with a yellow border.

Re-enter the case number. If the case is found, the Next button will become available. Click the Next button.



A screenshot of a search interface. At the top, the text "Civil Case Number" is displayed in a bold, black font. Below this, there is a text input field containing the case number "6:48-cv-1". Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is highlighted, indicating it is the active button.

7. You will be presented with the Style of the case, click the Next button to continue.



A screenshot of a search interface. At the top, the text "Other Documents" is displayed in a bold, blue font. Below this, there is a text input field containing the case number "6:48-cv-00001-WMS-JKG Smith v. Green". Below the input field, the text "FRC, STAYDS" is displayed. At the bottom, there are two buttons: "Next" and "Clear". The "Next" button is highlighted, indicating it is the active button.

8. Browse to your completed *Notice of Intent to Request Redaction* pdf (see step 1) and click the **Next** button.

Other Documents
[6:48-cv-00001-WMS-JKG Smith v. Green](#)
FRC, STAYDS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
N:\TranscriptRedactionPolicy\TXED_Notice

Attachments to Document: No Yes

9. Select the original transcript to be redacted by checking the white box to the left of the transcript entry. Click the **Next** button to continue. (Please note that in addition to filing this request with the court, you must notify the court reporter of the filing of this notice.)

Filing attorney must notify court reporter or transcriber of the filing of this Notice.

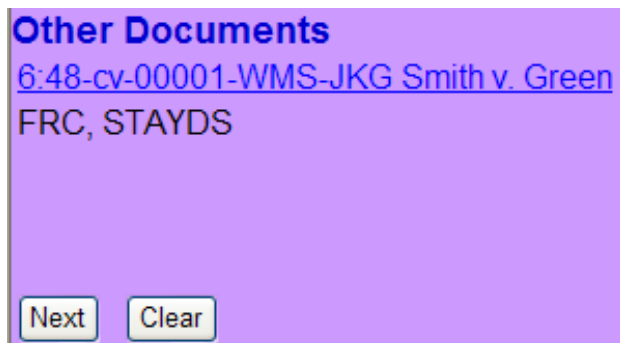
Select original Transcript to be redacted.

Select the appropriate event(s) to which your event relates:

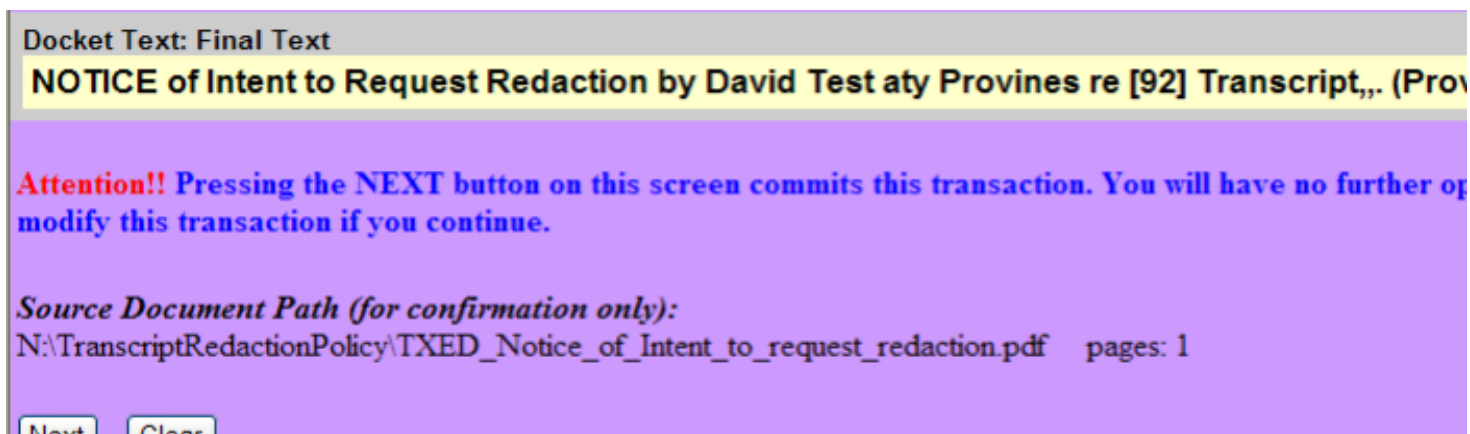
07/10/2007 "Shipped to FRC on 12/4/97 Accession number: 021-98-0009"

04/24/2008 [92](#) TRANSCRIPT of Proceedings held on April 1, 2008 before Judge Jones. Court Reporter/Transcriber Skippy Johnson, Telephone number 903-592-8111. Tape Number: 1. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. Redaction Request due 5/15/2008. Redacted Transcript Deadline set for 5/25/2008. Release of Transcript Restriction set for 7/23/2008. (Provines, David)

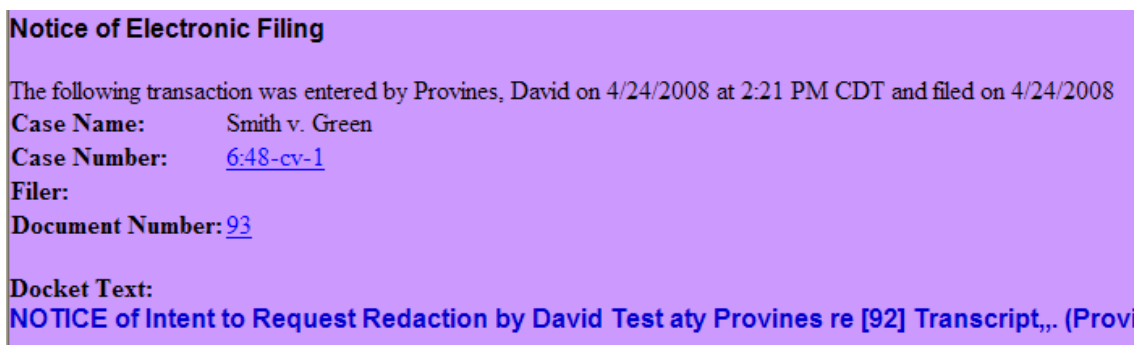
10. You are presented with the case style. Click the Next button.



11. You are presented with the final text screen. Click the Next button to continue.

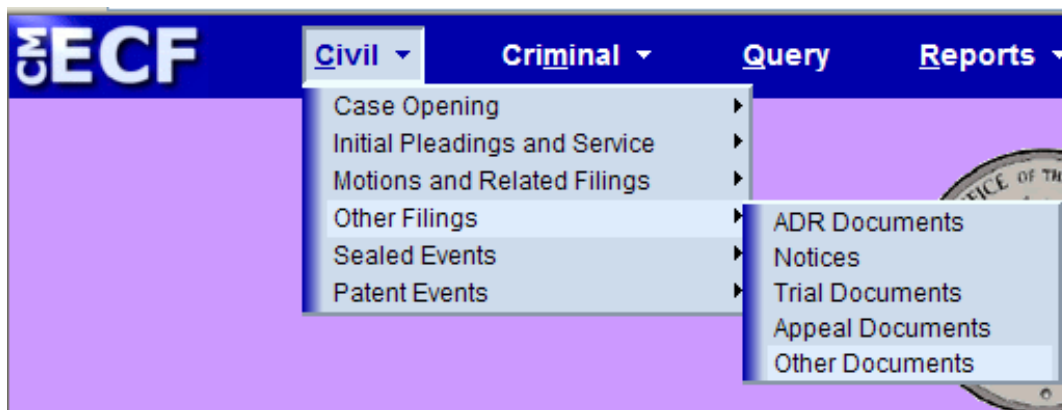


12. You are presented with the Notice of Electronic Filing. You successfully filed the Notice of Intent to Request Redaction.

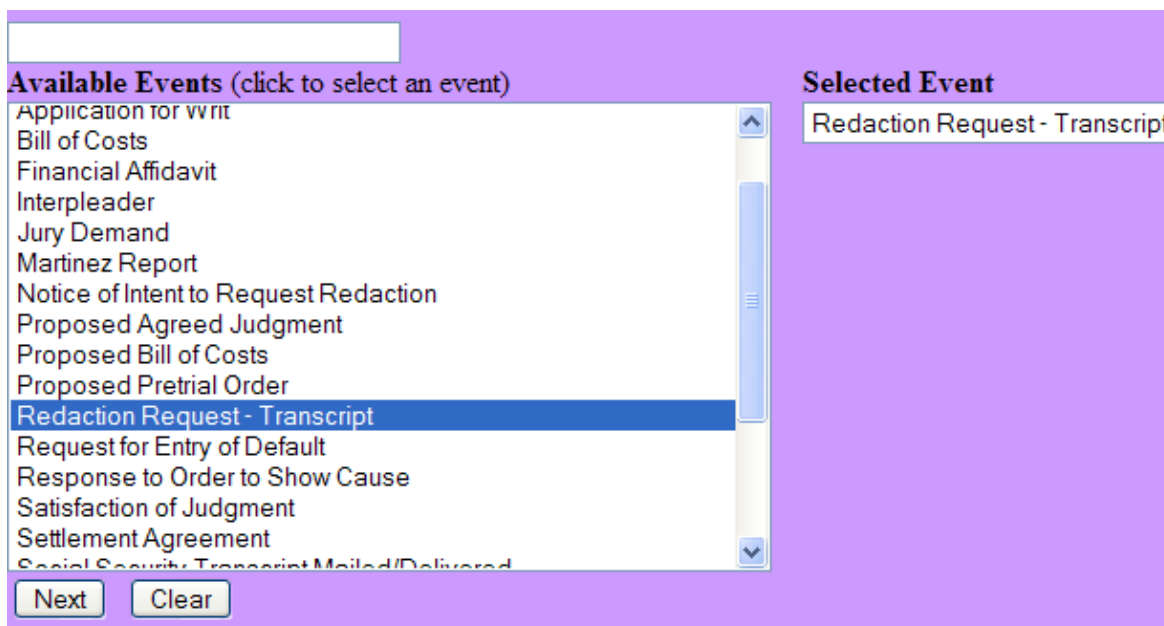


FILING THE REDACTION REQUEST - TRANSCRIPT

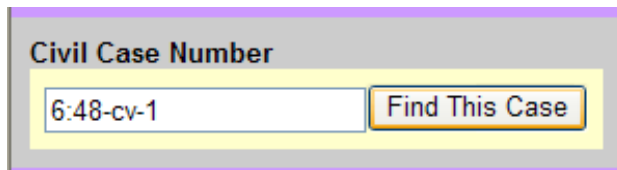
1. Download the *Request Redaction* form. This form is a model form. It can be found on our website under forms. (TXED_Redaction_Request_Form.pdf)
2. Log into CM/ECF with your CM login. (<https://ecf.txed.uscourts.gov/>) Do not use your PACER login.
3. Select Civil->Other Filings->Other Documents from the drop down menu.



4. Select **Redaction Request - Transcript** and click the Next button.

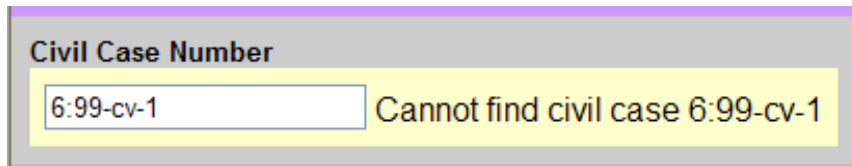


5. Enter your case number and click, Find This Case.



Civil Case Number

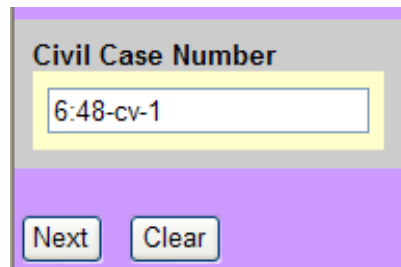
6. If the case cannot be found, you will receive the following message:



Civil Case Number

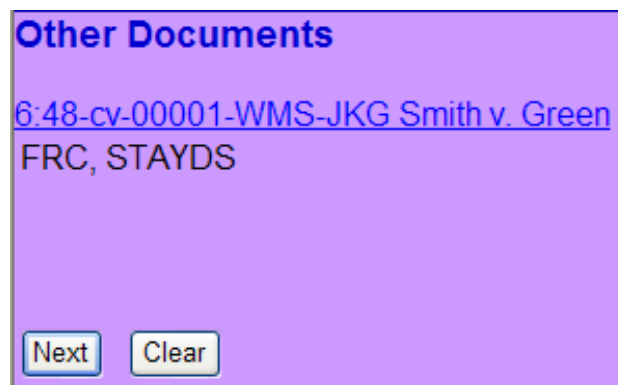
 Cannot find civil case 6:99-cv-1

Re-enter the case number. If the case is found, the **Next** button will become available. Click the **Next** button.



Civil Case Number

7. You will be presented with the Style of the case, click the **Next** button to continue.



Other Documents

[6:48-cv-00001-WMS-JKG Smith v. Green FRC, STAYDS](#)

8. Browse to your completed *Request Redaction* form pdf (see step 1) and click the **Next** button.

Other Documents
[6:48-cv-00001-WMS-JKG Smith v. Green](#)
FRC, STAYDS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
N:\TranscriptRedactionPolicy\TXED_Notice

Attachments to Document: No Yes

9. Select the filer from the window and click the **Next** button.

Select the filer.

Select the Party:

Clown, Skippy [Defendant]
Green, George G [Defendant]
Smith, Samuel J, Jr [Plaintiff]

[Add/Create New Party](#)

10. Select the original transcript to be redacted by checking the white box to the left of the transcript entry. Click the Next button to continue.

Filing attorney must notify court reporter or transcriber of the filing of this Redaction Request.

Select original Transcript to be redacted.

Select the appropriate event(s) to which your event relates:

07/10/2007 "Shipped to FRC on 12/4/97 Accession number: 021-98-0009"

04/24/2008 [92](#) TRANSCRIPT of Proceedings held on April 1, 2008 before Judge Jones. Court Reporter/Transcriber Skippy Johnson, Telephone number 903-592-8111. Tape Number: 1. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. Redaction Request due 5/15/2008. Redacted Transcript Deadline set for 5/25/2008. Release of Transcript Restriction set for 7/23/2008. (Provines, David)

11. You are presented with the case style. Click the Next button.

Other Documents

[6:48-cv-00001-WMS-JKG Smith v. Green](#)

FRC, STAYDS

12. You are presented with the final text screen. Click the **Next** button to continue.

Docket Text: Final Text

Transcript Redaction Request re [92] Transcript,, by attorney David Test aty Provines. (Provines, David)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
N:\TranscriptRedactionPolicy\TXED_Redaction_Request_Form.pdf pages: 1

13. You are presented with the Notice of Electronic Filing. You successfully filed the Transcript Redaction Request.

Notice of Electronic Filing

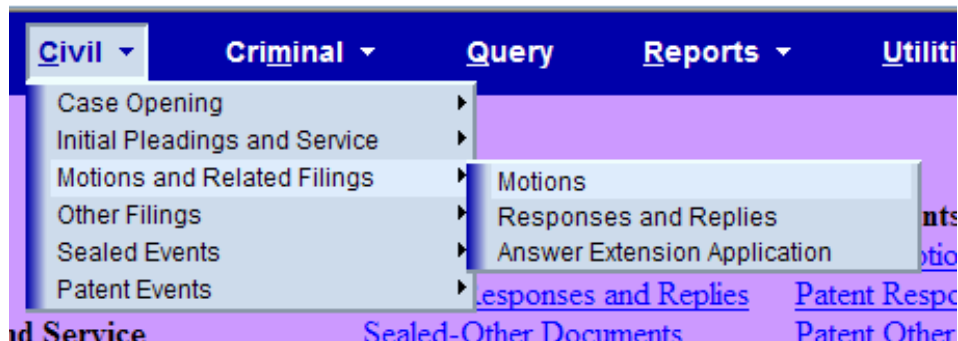
The following transaction was entered by Provines, David on 4/24/2008 at 4:35 PM CDT and filed on 4/24/2008

Case Name: Smith v. Green
Case Number: [6:48-cv-1](#)
Filer: Skippy Clown
Document Number: [94](#)

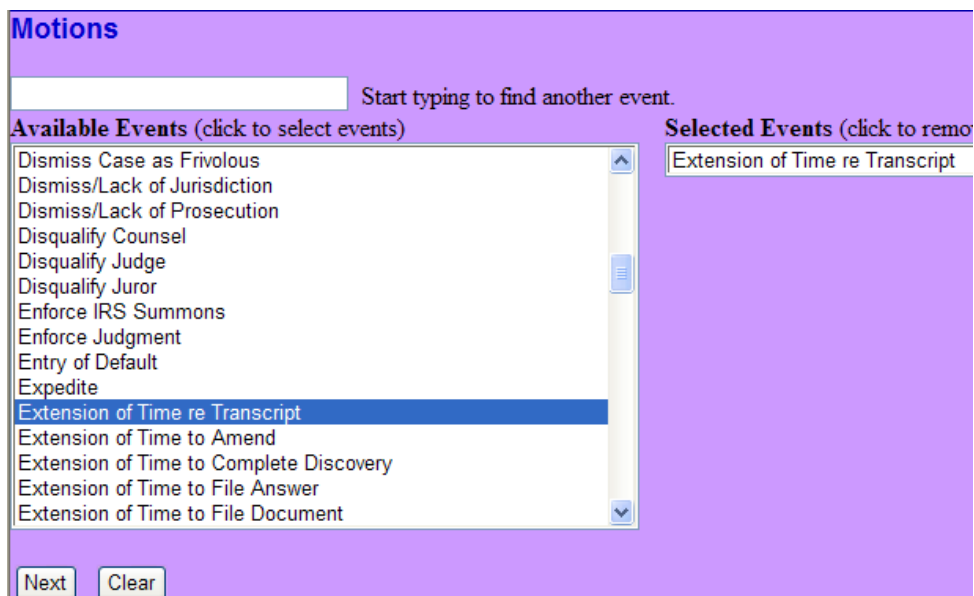
Docket Text:
Transcript Redaction Request re [92] Transcript,, by attorney David Test aty Provines. (Provines, David)

FILING THE MOTION FOR EXTENSION OF TIME RE TRANSCRIPT

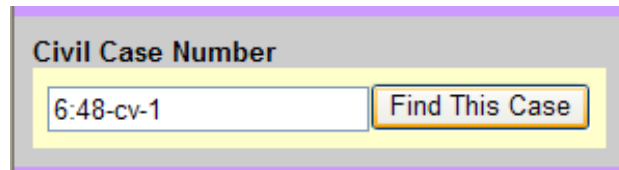
1. Log into CM/ECF with your CM login. (<https://ecf.txed.uscourts.gov/>) Do not use your PACER login.
2. Select Civil->Motions and Related Filings->Motions from the drop down menu.



3. Select **Extension of Time re Transcript** and click the Next button.

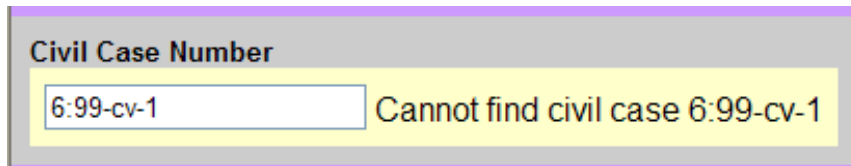


4. Enter your case number and click, *Find This Case*.



Civil Case Number

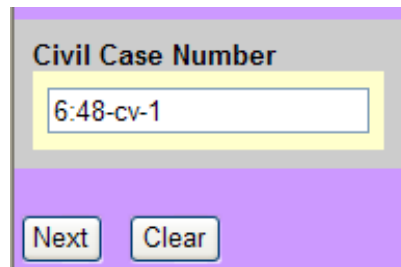
5. If the case cannot be found, you will receive the following message:



Civil Case Number

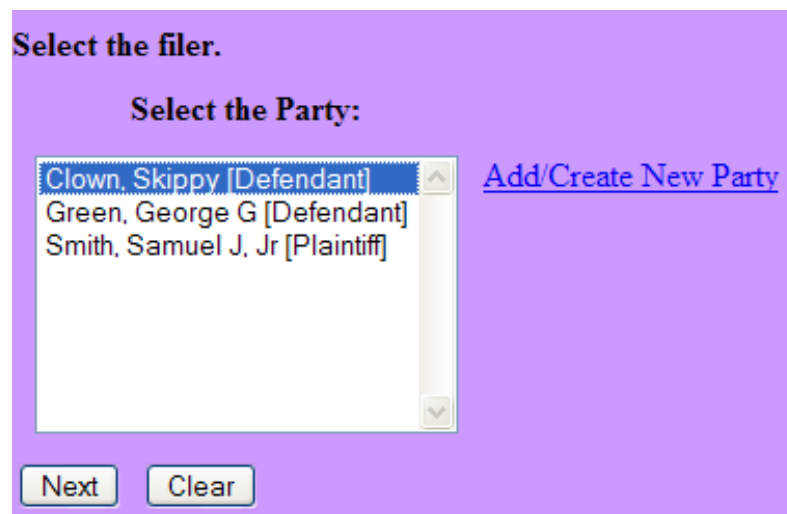
 Cannot find civil case 6:99-cv-1

Re-enter the case number. If the case is found, the **Next** button will become available. Click the **Next** button.



Civil Case Number

6. Select the filer from the window and click the **Next** button.



Select the filer.

Select the Party:

- Clown, Skippy [Defendant]
- Green, George G [Defendant]
- Smith, Samuel J, Jr [Plaintiff]

[Add/Create New Party](#)

7. You may be presented with the attorney/party association screen. Follow the instructions on the screen and click Next.

Motions
[6:48-cv-00001-WMS-JKG Smith v. Green](#)
FRC, STAYDS

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

Skippy Clown (pty:dft) represented by David Provines (aty) Lead Notice

8. Browse to your prepared motion pdf and click the Next button.

Motions
[6:48-cv-00001-WMS-JKG Smith v. Green](#)
FRC, STAYDS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
N:\TranscriptRedactionPolicy\TXED_Notice

Attachments to Document: No Yes

9. Select the original Transcript for which extension of time is requested. Click the Next button.

Select original Transcript for which extension of time is requested.

Select the appropriate event(s) to which your event relates:

07/10/2007 "Shipped to FRC on 12/4/97 Accession number: 021-98-0009"

04/24/2008 [92](#) TRANSCRIPT of Proceedings held on April 1, 2008 before Judge Jones. Court Reporter/Transcriber Skippy Johnson, Telephone number 903-592-8111. Tape Number: 1. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. Redaction Request due 5/15/2008. Redacted Transcript Deadline set for 5/25/2008. Release of Transcript Restriction set for 7/23/2008. (Provines, David)

10. You are presented with the Docket Text. Modify as appropriate. Click Next.

Docket Text: Modify as Appropriate.

First MOTION for Extension of Time re [92] Transcript, by Skippy Clown.
(Provines, David)

11. You are presented with the final text. Click Next.

Docket Text: Final Text

First MOTION for Extension of Time re [92] Transcript,, by Skippy Clown. (Provines, David)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

12. You are presented with the Notice of Electronic Filing. You successfully filed the Motion for Extension of Time re Transcript.

Notice of Electronic Filing

The following transaction was entered by Provines, David on 4/25/2008 at 8:35 AM CDT and filed on 4/25/2008

Case Name: Smith v. Green

Case Number: [6:48-cv-1](#)

Filer: Skippy Clown

Document Number: [95](#)

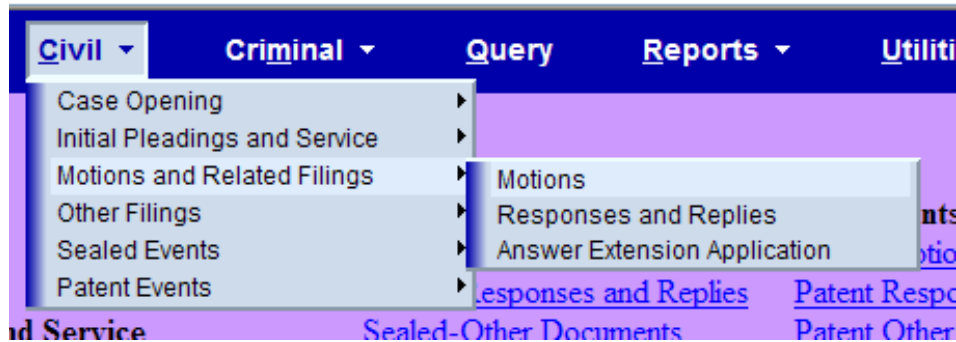
Docket Text:

First MOTION for Extension of Time re [92] Transcript,, by Skippy Clown. (Provines, David)

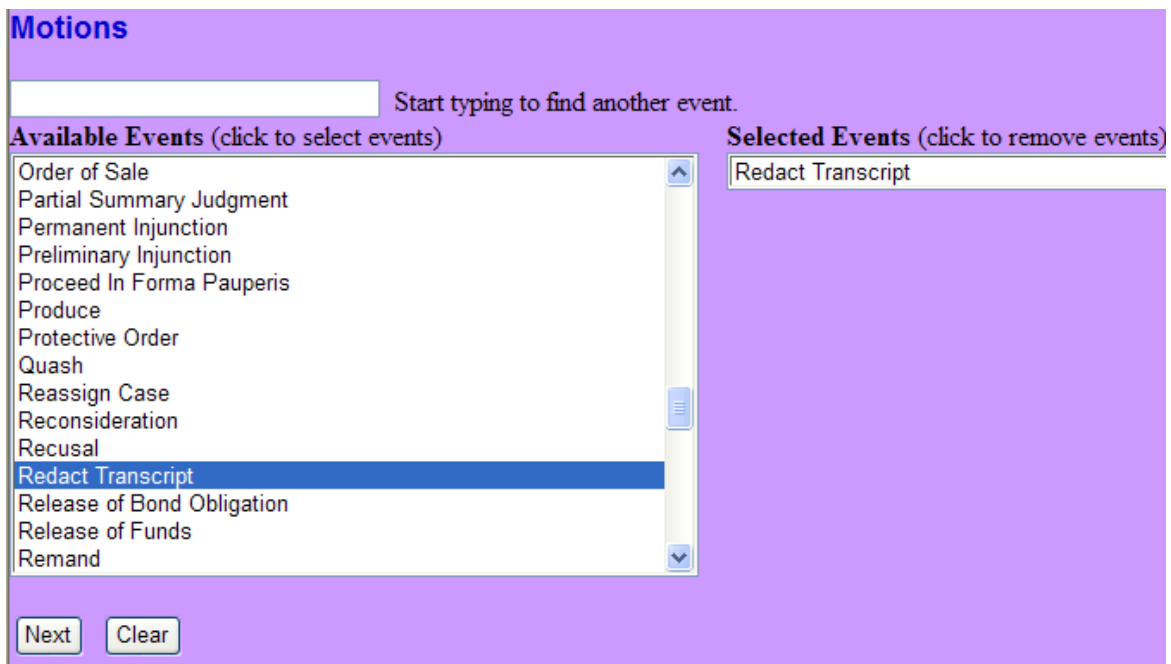
FILING THE MOTION TO REDACT TRANSCRIPT

★If counsel would like to request further redactions in addition to the standard identifiers, counsel must move the court by filing a separate Motion to Redact Transcript★

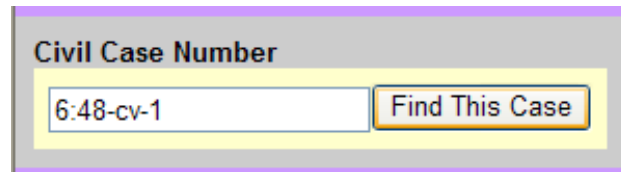
1. Log into CM/ECF with your CM login. (<https://ecf.txed.uscourts.gov/>) Do not use your PACER login.
2. Select Civil->Motions and Related Filings->Motions from the drop down menu.



3. Select **Redact Transcript** and click the Next button.



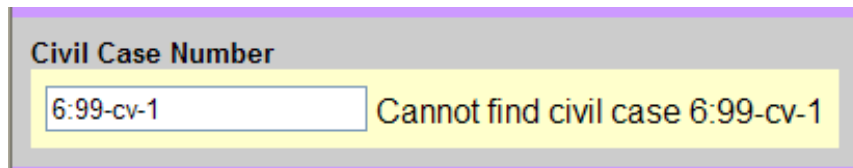
4. Enter your case number and click, *Find This Case*.



Civil Case Number

6:48-cv-1 Find This Case

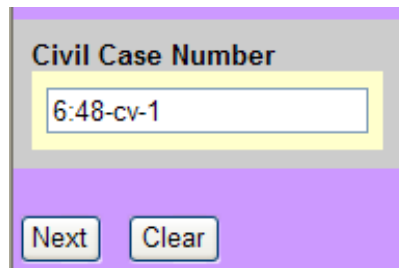
5. If the case cannot be found, you will receive the following message:



Civil Case Number

6:99-cv-1 Cannot find civil case 6:99-cv-1

Re-enter the case number. If the case is found, the **Next** button will become available. Click the **Next** button.

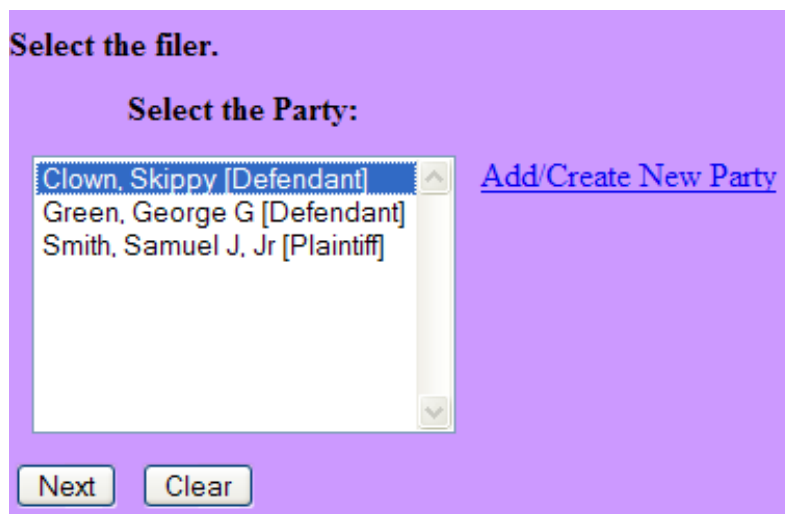


Civil Case Number

6:48-cv-1

Next Clear

6. Select the filer from the window and click the **Next** button.



Select the filer.

Select the Party:

Clown, Skippy [Defendant]
Green, George G [Defendant]
Smith, Samuel J, Jr [Plaintiff]

[Add/Create New Party](#)

Next Clear

7. Browse to your prepared motion pdf and click the **Next** button.

Motions
[6:48-cv-00001-WMS-JKG Smith v. Green](#)
FRC, STAYDS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
N:\TranscriptRedactionPolicy\TXED_Notice Browse...

Attachments to Document: No Yes

Next Clear

8. Select the original Transcript for which redaction is requested. Click the **Next** button.

Select original Transcript for which redaction is requested.

Select the appropriate event(s) to which your event relates:

07/10/2007 "Shipped to FRC on 12/4/97 Accession number: 021-98-0009"

04/24/2008 [92](#) TRANSCRIPT of Proceedings held on April 1, 2008 before Judge Jones. Court Reporter/Transcriber Skippy Johnson, Telephone number 903-592-8111. Tape Number: 1. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. Redaction Request due 5/15/2008. Redacted Transcript Deadline set for 5/25/2008. Release of Transcript Restriction set for 7/23/2008. (Provines, David)

Next Clear

9. You are presented with Docket Text. Modify as appropriate. Click Next.

Docket Text: Modify as Appropriate.

MOTION to Redact re [92] Transcript, by Skippy Clown. (Provines, David)

10. You are presented with the final text. Click Next.

Docket Text: Final Text

MOTION to Redact re [92] Transcript,, by Skippy Clown. (Provines, David)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
N:\TranscriptRedactionPolicy\TXED_Notice_of_Intent_to_request_redaction.pdf pages: 1

11. You are presented with the Notice of Electronic Filing. You successfully filed the Motion to Redact re Transcript.

Notice of Electronic Filing

The following transaction was entered by Provines, David on 4/25/2008 at 10:25 AM CDT and filed on 4/25/2008

Case Name: Smith v. Green
Case Number: [6:48-cv-1](#)
Filer: Skippy Clown
Document Number: [96](#)

Docket Text:
MOTION to Redact re [92] Transcript,, by Skippy Clown. (Provines, David)