

## NOTICE ON POLICY AND PROCEDURE REGARDING ELECTRONIC AVAILABILITY OF TRANSCRIPTS

In compliance with the policy of the Judicial Conference of the United States on electronic availability of transcripts, access to every electronic transcript filed with the court will initially be restricted to the court and case participants, to allow such interested parties the opportunity to review the transcript for the following personal data identifiers that should be redacted under the Judicial Conference's privacy policy: Social Security numbers to the last four digits, financial account numbers to the last four digits, birth dates should contain only the year of birth, and minors should be referred to with only their initials.

When a transcript is docketed by the transcript company, parties in the case will receive a Notice of Filing Official Transcript. The Notice informs the parties of a 5 business day deadline from filing of the transcript to file a Notice of Intent to Request Redaction with the court to indicate their intent to redact any such personal data identifiers from the transcript. This form is available on the court's web site, located at: <http://www.nvb.uscourts.gov/>. Attorneys representing a party in this case will have access to the transcript through PACER (Public Access to Court Electronic Records). To access transcripts, both a CM/ECF and PACER login is needed, and the Electronic Public Access Fee Schedule applies. A copy of the transcript will also be available for review at the clerk's office, but the transcript cannot be removed from the office.

If no such request is timely filed, the court will assume that no redaction of personal data identifiers from the transcript is necessary, and the transcript will be made electronically available to the general public after expiration of the deadline.

If a Notice of Intent to Request Redaction is timely filed, the filing party then has 21 calendar days to review the transcript and submit to the transcript company a list of items to be redacted that includes the location where the personal data identifiers appear within the transcript. During this time period, a party can, by motion, request that additional information be redacted. This time may be extended, for good cause shown. All motions for extension should be filed before expiration of the deadline for which the extension is sought. 30 days after receiving the list of items to be redacted, the transcript company will file the redacted transcript, which will be available to all users through PACER.

The responsibility for redacting personal information rests solely with counsel and the parties. The court will not review each transcript for compliance with this policy.