

**United States Bankruptcy Court
Northern District of Oklahoma**

**Transcript Policy and Procedure
(August 22, 2008)**

At its March 2008 session, the Judicial Conference approved revisions to its Policy on Privacy and Public Access to Electronic Case Files (Privacy Policy). Those revisions affect the availability of transcripts of court hearings filed in the CM/ECF System and are described in the timeline below.

Day 1 – Transcript filed

Remote access through PACER is granted only to the parties in the case who have purchased the transcript from the transcriber. The transcriber will provide the Clerk with a list of parties who have purchased transcripts.

Other interested parties who wish to view the transcript may inspect it free of charge at the Office of the Clerk. Additionally, parties who wish to have remote access to the transcript through the PACER system may purchase a copy of the transcript from the transcriber.

Please note: A user viewing a transcript via CM/ECF or PACER will be charged a fee for viewing the document and there will be no 30 page limit to the charge. For example, a user viewing a 200 page transcript will be charged for 200 pages through the PACER system. There is never a **“free look”** at transcripts.

During the first 90 days after a transcript is filed, the transcript may not be printed, copied or removed from the Clerk’s Office. In order to obtain a paper or electronic copy of the transcript or any part thereof, a party must purchase a copy of the transcript from the transcriber.

Day 8 – Deadline for filing Statement of Intent to Redact

Within seven (7) days after the filing of the official transcript with the clerk, each party shall inform the Court, by using the CM/ECF event “Statement of Intent to Redact” (no document will be required) of the party’s intent to redact personal data identifiers from the electronic transcript of the court proceeding. Such personal data identifiers include: social security numbers, financial account numbers, names of minor children, dates of birth, and home addresses of the individuals.

Day 22- Deadline to file List of Items to be Redacted from Transcript

If a “Statement of Intent to Redact” is timely filed by any party, within 21 calendar days after the filing of the transcript, or longer if the Court so orders, the party shall use the CM/ECF event “List of Items to be Redacted from Transcript” to file a statement indicating the location of the personal data identifiers in the transcript by including the page and paragraph or line where the personal data identifiers are located. The transcriber shall partially redact personal data identifiers from the electronic transcript as follows:

Social security numbers to the last four digits
Financial account numbers to the last four digits
Names of minor children to the initials
Dates of birth to the year
Home addresses of the individuals to the city and state

During the 21 day period, or longer if the Court so orders, other parties may request additional redactions from the transcript by using the CM/ECF event “List of Items to be Redacted from Transcript.”

Within 31 days after the filing of the “List of Items to be Redacted from Transcript,” the transcriber is required to file the redacted copy of the transcript using the CM/ECF event “Redacted Transcript.”

Day 92 – Transcript available to all via PACER

After the end of the initial 90-day period, the redacted transcript will be available via CM/ECF and PACER, and the original transcript will be sealed from all access. If no redactions have been made, the original transcript will be available to all users.