RECEIVED

08 MAY 12 PM 2:20

CLERK U.S. DISTRICT COURT
SOUTHERN DISTRICT OF IA

IN THE UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

IN THE MATTER OF ELECTRONIC TRANSCRIPT AVAILABILITY PURSUANT TO JUDICIAL CONFERENCE POLICY ADOPTED SEPTEMBER 2007	**ORDER** Public Administrative Order No. 08 - AO - 5 - P

Pursuant to the national policy adopted by the Judicial Conference of the United States at its September 2007 session (see Attachment 1), the Court hereby establishes the following procedures regarding availability of electronic transcripts. Under this policy and the specific procedures set forth below, transcripts will be available to anyone electronically from the court reporter, from a public terminal in a district Clerk's Office, or from the user's own PACER (Public Access to Court Electronic Records) login and password.

To implement the Judicial Conference's policy, the Southern District of Iowa has adopted the following procedures that apply to all transcripts filed on or after May 15, 2008.

A. **Transcript Filing:** Once an ordered transcript has been produced by a court reporter, the court reporter will electronically file the transcript via the CM/ECF (Case Management/Electronic Case Filing) system, which will then notify all attorneys or pro se parties in the case of such filing.

B. **Transcript Availability:** An electronically filed transcript will immediately be available for purchase from the court reporter or for viewing at public terminals in the Clerk's Office. However, the transcript may not be copied or reproduced in the

Clerk's Office for 90 calendar days from the date of filing.

C. **Redaction Responsibility:** Each attorney/party must review the electronically filed transcript and determine if any personal data identifiers (see paragraph E below) are included in the transcript. An attorney/party is generally only responsible for reviewing and indicating the redactions in the testimony of the witnesses it called and its own statements (e.g. opening statements and closing arguments), except that sentencing transcripts may require full review by all counsel. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk and Court Reporter will not review each transcript for compliance with this rule.**

D. **Redaction Procedure:** If redaction is necessary, within 21 days of the filing of the transcript, the attorney/party shall file a Redaction Request form (see Attachment 2). This form will be available for viewing only by the court and parties. If an attorney/party wishes to request redaction of information other than the personal data identifiers listed below, a Motion for Additional Redaction must be filed and will be decided by the presiding judge.

E. **Personal Data Identifiers:** Only the following personal data identifiers, noted in the Judicial Conference Policy, may be redacted using the Redaction Request form.

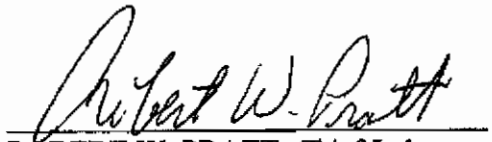
1. Social Security numbers to the last four digits,
2. Financial account numbers to the last four digits,
3. Dates of birth to the year,
4. Names of minor children to the initials, and
5. Home addresses to the city and state.

Redaction of any other identifiers must be made by Motion, as noted above.

F. **Court Reporter Procedures:** A court reporter must redact each personal data identifier as requested by an attorney/party and electronically file a redacted transcript within 31 calendar days after the filing of the transcript.

G. **Clerk's Office Procedures:** Restrictions on an electronically filed transcript, or a redacted version of the transcript if a redaction request was filed, will be removed 90 calendar days after the transcript was filed unless a redaction request is still pending or the presiding judge otherwise directs. The transcript will then be available remotely to view, download or print from PACER or CM/ECF, or to obtain from the Clerk's Office.

DATED this ___12th___ day of May, 2008.



ROBERT W. PRATT, Chief Judge
U.S. DISTRICT COURT

JUDICIAL CONFERENCE POLICY
(JCUS - September 2007, pp. 11-12)

(1) A transcript provided to a court by a court reporter or transcriber will be available at the office of the clerk of court for inspection only, for a period of 90 days after it is delivered to the clerk.

(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, the transcript will be available within the c ourt for internal use, and an attorney who obtains the transcript from the court reporter or transcriber 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) After the 90-day period has ended, the filed 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.

ATTACHMENT 1

UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF IOWA
_____ DIVISION

_____ Plaintiff	)	
v.	)	_____ Civil/Criminal Action No.
_____ Defendant	)	

REDACTION REQUEST - TRANSCRIPT

Pursuant to Judicial Conference policy regarding electronically filed transcripts, _____ requests that the following information be redacted prior to the transcript being made remotely electronically available.

(Please list the document, page, and line number and a redacted identifier for each redaction necessary; *e.g.*, Doc. No. 15, Page 12, Line 9, Social Security No. to read xxx-xx-6130.)

Document No. of Transcript	Page No.	Line No(s).	Redacted Identifier

The undersigned understands that redaction of information other than the personal identifiers listed below requires an order of the court.

Social Security or taxpayer-identification numbers to the last four digits
Dates of birth to the year
Names of minor children to the initials
Financial account numbers to the last four digits
Home addresses to the city and state (in a criminal case)

Date:_____

_____

Address: _____

_____

_____

Telephone: _____

Fax: _____

E-mail: _____

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the clerk of court for the U.S. District Court, Southern District of Iowa, using the CM/ECF system which will send notification to case participants registered for electronic notice. I further certify that I have served **the court reporter** and all case participants not registered for electronic notice by another manner authorized by Federal Rule of Civil Procedure 5(b)(2).

_____

NOTE: To electronically file this document, you will find the event in our Case Management (CM/ECF) system, under Civil or Criminal/Other Filings/Other Documents/Redaction Request - Transcript.