

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI

ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF PROCEEDINGS

QUESTIONS AND ANSWERS

1. **Q. Will anyone be able to obtain a copy of the transcript during the initial 90-day period after the certified transcript copy has been filed with the Clerk?**
 - A. Yes, any counsel, party, or member of the public wanting a copy of a transcript, unless otherwise sealed, during the 90-day period will be able to purchase a copy from the court reporter.

2. **Q. Will counsel, a party, or the public be able to review the transcript during the 90-day period?**
 - A. Yes, the transcript will be available for review and inspection at the court's public terminal during the initial 90-day period after the transcript is filed. However, the Clerk's Office will not provide copies to counsel, a party or the public during the 90-day period, but rather will refer anyone who wants a copy to the court reporter. In addition, any counsel or parties to a case who have received a transcript from a court reporter will be given access to the transcript through the CM/ECF system.

Counsel of record in a case who have not purchased a copy of the transcript from the court reporter will not have access to the transcript through CM/ECF until they purchase it from the court reporter or until the 90-day period has expired. Remote electronic access through PACER/CM/ECF will be charged at a rate of 8¢ per page.

3. **Q. Once the certified copy of the transcript is filed with the Clerk, may courtreporters sell copies to other parties requesting the transcripts?**
 - A. Yes, nothing in the new policies restricts counsel, parties, or the public from requesting copies of a transcript from a court reporter – during or after the 90-day period.

4. **Q. How will a court reporter know when to redact a transcript?**
 - A. The redaction of transcripts will be requested by parties to a case:
 - Within 7 calendar days of the transcript being delivered to the Clerk, the party will file a Notice of Intent to Redact.
 - Within 21 calendar days of initial delivery of the transcript to the Clerk, the party will then follow-up with a specific request for redaction noting the page numbers and line numbers where redaction is required. (Sample forms are posted on our website at www.mssd.uscourts.gov under [Transcript Redaction Policy](#).)

5. **Q. When a court reporter electronically files a certified copy of the transcript with the Clerk, they also send the transcript to the ordering party. If a transcript is requested to be redacted, the court reporter sends the redacted copy of the transcript to the Clerk for filing. Is the court reporter required to send a redacted copy to the ordering party as well?**
- A. No. The redaction of information from the transcript is to remove certain personal information from remote electronic access through PACER and CM/ECF. Therefore, there is no requirement to send a copy of the redacted transcripts to the parties who originally ordered the transcripts.
6. **Q. How are Redaction Requests to be handled?**
- A. Redaction Requests are forwarded directly to the court reporter, and shall not be filed with the Court. (Sample form is posted on our website at www.mssd.uscourts.gov under [Transcript Redaction Policy](#).)
- Note: Any redaction other than personal identifiers listed on the Redaction Request form requires a separate Motion for Additional Redactions. This motion should be filed within 21 days of the filing of the transcript and requires court approval. (See Q #9 below.)
7. **Q. What are the personal identifiers that a party may request be redacted?**
- A. The redaction of the following personal identifiers should be requested:
- Minors' names: use the minors' initials
 - Financial account numbers: use only the last four numbers of the account number
 - Social Security and Taxpayer Identification numbers: use only the last four numbers
 - Dates of birth: use only the year
 - Home addresses in criminal cases: use only the city and state
8. **Q. May parties move to redact other information in a transcript other than the specified identifiers?**
- A. Yes. While the court reporter is authorized to redact the specified personal identifiers noted in the answer to #7 above, the moving party must receive a ruling of the court before other information in the transcript may be redacted.
9. **Q. Is there a fee that the court reporter can charge for making the redactions?**
- A. No. The Judicial Conference has not authorized an additional fee for providing redacted transcripts to the court for the electronic records of the court.