

1 **UNITED STATES BANKRUPTCY COURT**
2 **WESTERN DISTRICT OF WASHINGTON**

3 ADOPTION OF:

4 Redaction in Electronically Filed Transcripts

GENERAL ORDER NO. 2008-3

(Redaction in Electronically
5 Filed Transcripts)

6 WHEREAS the Judicial Conference's privacy policy for public access to electronic case
7 files contains procedures for redacting personal information from court filings that are
8 electronically available to the public,
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10 NOW THEREFORE, it is

11 ORDERED that the following procedures regarding redaction in electronically filed
12 transcripts are adopted:

13 1. Each party's attorney¹ is required to review a transcript for information that
14 should be redacted under the Judicial Conference's privacy policy and as more particularly
15 described in Fed. R. Bankr. P. 9037: Social security and taxpayer identification numbers are
16 to be redacted to show only the last four digits; birth dates should contain only the year of
17 birth; individuals known to be minors should be referred to with initials; and financial account
18 numbers should be redacted to the last four digits.

19 2. With the exception of transcripts, redaction of the information described in Fed.
20 R. Bankr. P. 9037(a) is the responsibility of the person filing the document. When a transcript
21 is filed, the attorneys who attended the hearing are solely responsible for redaction of the
22 information described in Fed. R. Bankr. P. 9037(a). Court transcribers or the Clerk of the
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¹ In the case of an unrepresented party, the party should perform the tasks assigned to the attorneys by this General Order.

1 Court (Clerk) are not responsible for reviewing documents filed with the court for compliance
2 with this General Order No. 2008-3.

3 3. Within seven calendar days of a court transcriber's filing of the transcript, an
4 attorney must file a Notice of Intent to Request Redaction with the court if he or she intends to
5 request redaction of information from the transcript. An attorney is responsible for reviewing
6 the opening and closing statements made on behalf of the party he or she represents, any
7 statements made by the party, and the testimony of any witness called by the party.² If no
8 Notice of Intent to Request Redaction is filed during this seven calendar-day period, the court
9 will conclude that redaction of personal data is not necessary, and will make the transcript
10 electronically available to the public, as set forth below.
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12 4. Once an attorney has filed a Notice of Intent to Request Redaction, he or she
13 has 21 calendar days from the date of filing the transcript to review the transcript and submit
14 to the court transcriber a list of places where the personal data identifiers to be redacted
15 appear in the transcript. The court may order this time extended, for good cause shown. The
16 court transcriber must redact the identifiers, as directed by the party, and then re-file the
17 redacted transcript within 31 calendar days of the filing of the original transcript. Also during
18 this time period, an attorney could, by motion for a protective order, request that additional
19 information be redacted. No remote electronic public access to the transcript will be allowed
20 (other than to the attorney who paid for the original transcript) until the court has ruled on any
21 such motion.
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25 ² All courtroom proceedings in the Western District of Washington are captured on digital audio recordings that are available to the public. Attorneys and witnesses should refrain from using personal identifiers in statements or testimony during court proceedings. The personal identifiers will not be redacted from the digital audio recordings of court proceedings.

