

NOTICE OF INTENT TO REQUEST REDACTION

Any party may request information be redacted from a transcript. There are two types of information that can be redacted:

Personal Identifiers

Personal identifiers are listed below. To redact this type of information from a transcript you must file a **Notice of Intent to Request Redaction** within 7 days of the filing of the original transcript. To complete the request for redaction a **List of Items to be Redacted** must be filed within 21 days of the filing of the original transcript. Subsequent to the filing of both documents, the transcription company shall file a redacted transcript within 31 days of the filing of the original transcript.

- An individual's Social Security Number or Taxpayer Identification Number
- An individual's date of birth
- The name of a minor
- A financial account number

Other Information

Any material contained in the transcript other than that which is noted above is considered "other information." To request "other information" be redacted a Motion to Redact must be filed.

- STEP 1** Choose **Bankruptcy** or **Adversary** on the main menu, based upon the case type in which the transcript was filed
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter the case number; click [NEXT]
- STEP 4** Select **Notice of Intent to Request Redaction** from the list of events; click [NEXT]

STEP 5 Unless filing the pleading jointly with another Attorney, click [NEXT] to advance to the next screen

STEP 6 Select the party on whose behalf you are filing the document or click [Add/create party]; click [NEXT]

- ☛ **TIP** - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to proceed to the next screen.
- ☛ **IMPORTANT NOTE** - If you do not create the association you will not be added as your client's attorney in the case.

STEP 7 Upload PDF file; click [NEXT]

- ☛ **TIP** - Do not upload the List of Items to be Redacted as an attachment to this document. The List must be filed using the correct event - **List of Items to be Redacted**.

STEP 8 Select the **Transcript** the filer wishes to redact; click [NEXT]

STEP 9 Click [NEXT] to advance to the next screen

STEP 10 Final Docket text appears; click [NEXT] to submit

- ☛ **TIP** - This is the last opportunity to change information or abort transaction. Docket text cannot be modified from this screen; to do so use the "back" button on your browser.

SAMPLE DOCKET TEXT

Notice of Intent to Request Transcript Redaction. (related document:[6]
Transcript) filed by John M Smith on behalf of Brett Michaels. (Smith, John)

STEP 11 **Notice of Electronic Filing** displays