

**UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF NEW JERSEY**

**In Re:**

**ELECTRONIC TRANSCRIPT  
POLICY**

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**GENERAL ORDER GOVERNING TRANSCRIPT REDACTION PROCEDURES  
UNDER THE JUDICIAL CONFERENCE PRIVACY POLICY**

**WHEREAS** *The Judicial Conference Privacy Policy for Public Access to Electronic Case Files (The Judicial Conference Privacy Policy)* contains procedures for redacting certain protected personal information from court filings that are electronically available to the public, including transcripts of court proceedings available to the public in electronic format; and

**WHEREAS** the protected personal information under *The Judicial Conference Privacy Policy* includes social security numbers, birth dates, the names of individuals known to be minors, and financial account numbers ("*Personal Data Identifiers*"); and

**WHEREAS** this Court seeks to adopt the transcript redaction procedures required by *The Judicial Conference Privacy Policy*;

**IT IS ORDERED** that the following transcript redaction procedures shall be implemented by the Bankruptcy Court for the District of New Jersey:

1. A party to a case or adversary proceeding may order transcripts of Court proceedings from the transcriber.
  
2. The transcriber shall electronically file the transcript to the Court's CM/ECF system and simultaneously provide a copy to the ordering party. Other parties may order a copy of the transcript from the Court or directly from the transcriber.

3. Access to transcripts filed with the Court initially will be restricted in order to allow parties the opportunity to review the transcript for *Personal Data Identifiers* prior to the transcript being made available to the public.

4. It is the responsibility of each party to monitor the Court's docket for the filing of an official transcript and to review the transcript for *Personal Data Identifiers*.

5. Within five (5) business days of the filing of the transcript by the transcriber, a party shall inform the Court by filing a *Notice of Intent to Request Redaction* of the party's intent to redact *Personal Data Identifiers*. (The form *Notice of Intent to Request Redaction* may be found on the Court's Website: [www.njb.uscourts.gov](http://www.njb.uscourts.gov) under "Forms."). A party is responsible for reviewing the opening and closing statements made on behalf of the party, any statements made by the party, and the testimony of any witnesses called by the party.

6. If a timely *Notice of Intent to Request Redaction* is filed, the transcript shall not be made electronically available to the public until the redaction occurs.

7. Within twenty-one (21) calendar days of the filing of the transcript, or longer if the Court so orders, the party having filed the *Notice of Intent to Request Redaction* shall file with the Court and serve on the transcriber a *List of Items to be Redacted* indicating the transcript page, paragraph and line in which the *Personal Data Identifiers* appear and the manner in which they are to be redacted. (The form *List of Items to Be Redacted* may be found on the Court's Website: [www.njb.uscourts.gov](http://www.njb.uscourts.gov) under "Forms.").

8. Upon receipt of the *List of Items to be Redacted*, the transcriber shall redact the *Personal Data Identifiers* from the 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.

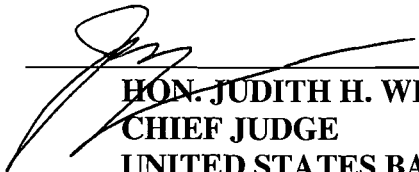
9. During the twenty-one (21) day period, or longer if the Court so orders, a party may file a motion for additional requested redactions to a

transcript. The transcript shall not be available electronically until the Court has ruled upon any such motion.

10. If a *Notice of Intent to Request Redaction* is not filed within five (5) business days of the filing of the transcript by the transcriber, the Court and parties will assume redaction of *Personal Data Identifiers* is not required and the transcript will be made available electronically on the sixth business day of the filing of the transcript by the transcriber, unless the Court, for good cause finds that a transcript should not be made available electronically for a period of up to 60 days.

**IT IS FURTHER ORDERED** that this General Order shall become effective as of August 31, 2007 and that notice to the bar and public shall be given by posting of this General Order on the Court's Website: [www.njb.uscourts.gov](http://www.njb.uscourts.gov). *The Judicial Conference Privacy Policy* is available at: [www.privacy.uscourts.gov](http://www.privacy.uscourts.gov)

**Dated:** August 27, 2007

  
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**HON. JUDITH H. WIZMUR**  
**CHIEF JUDGE**  
**UNITED STATES BANKRUPTCY COURT**  
**DISTRICT OF NEW JERSEY**