

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF MISSISSIPPI

FREQUENTLY ASKED QUESTIONS REGARDING TRANSCRIPTS

1. How do I order a transcript?

Complete and submit the Online Transcript Request form to the transcriber. A link to the form may be found on the Transcripts and Audio Files page of the court's website. The transcriber will contact you to make arrangements for payment and delivery.

2. How do I gain remote electronic access to a transcript once it is completed and placed on the docket?

Fill out a *Certification of Payment and Request for Remote Electronic Access to Transcript* form and file it in either the bankruptcy case or adversary proceeding in which the transcript has been filed. During the 90 day period after the transcript has been placed on the docket of the bankruptcy case or adversary proceeding, only those who have paid the court transcriber for a copy of the transcript will be granted remote electronic access.

3. How does a party request redaction of personal identifiers which may appear in the transcript?

Within 7 days of the filing of the transcript, parties should file with the court a Notice of Intent to Request Redaction.

Within 21 days of the filing of the transcript, parties must submit to the transcriber a statement indicating where the personal data identifiers to be redacted appear in the transcript. The statement should provide a list of the information to be redacted. The information should be identified by type of identifiers (e.g., minor's name, birth date, etc.) and page and line number where the information appears in the transcript.

Personal identifiers covered under Fed. R. Bankr. Pro. 9037(a)

- use only the last four digits of social security or taxpayer identification numbers;
- use only the year, not the month and day, of an individual's birth;
- use only a minor's initials, not the full name;
- use only the last four digits of a financial account number.

4. May a party redact items other than the personal identifiers listed above?

Yes. The party must file a motion for protective order pursuant to Fed. R. Bankr. P. 9037(d) with the court within 21 days of the filing of the transcript.

5. Is there a fee that the transcriber can charge for making the redactions?

No. The Judicial Conference had not authorized an additional fee for providing redacted transcripts to the court.

6. Is the transcriber required to provide a redacted copy to the party who purchased the unredacted copy?

No. There is no requirement to send a copy of the redacted transcript to the parties who originally purchased the unredacted transcript. It is only necessary to file the redacted transcripts with the Clerk of Court.

7. Will the unredacted transcript originally filed with the Clerk of Court be filed under seal?

No. The original unredacted transcript will be filed as a “restricted” document, which, for 90 days, will allow court staff to view and print it. The public may view the transcript at the public terminal in the Clerk’s office but may not print it out. Transcripts will only be “sealed” pursuant to a Court order requested via motion.

8. Will anyone be able to obtain a copy of the transcript during the initial 90 day restriction period after the original certified transcript has been filed with the Clerk of Court?

Yes. Any counsel, a party, or member of the public wanting a copy of a transcript during the 90 day restriction period will be able to purchase a copy from the transcriber at the rate established by the Judicial Conference.

9. Will counsel, a party, or the public be able to review the transcript during the 90 day period?

Yes. The transcript will be available for review and inspection at the Court’s public terminal during the 90 day period. However, the Clerk’s Office will not provide copies to counsel, a party or the public, but rather will refer anyone requesting a copy of the transcript to the transcriber.

10. Will counsel or party purchasing a copy of the transcript be given remote electronic access to the transcript?

Yes. However, the attorney or party must file with the court a *Certification of Payment and Request for Remote Access to Transcript*. Non CM/ECF registered users, members of the general public or the media will NOT be given remote electronic access.

11. When will the transcript be made remotely available to the public through the PACER system?

The redacted transcript or transcript for which no redaction was requested will be remotely available to the public through PACER 90 days after it has been delivered to the Clerk of Court.

12. What if a party is unable to meet the 21 day deadline for submitting a redaction request to the court reporter/transcriber?

The time period may be extended by the court. A motion would need to be filed and an order obtained. However, extension of time should not be routinely requested.

13. Will PACER fees be charged even if the transcript is purchased from the transcriber?

Yes. PACER fees will be charged both during and after the 90-day restriction period and the 30 page cap does not apply for transcripts of a federal court proceeding.