



UNITED STATES BANKRUPTCY COURT DISTRICT OF ARIZONA

TRANSCRIPT REDACTION POLICY

After a transcript is ordered and filed with the court, the transcript is not available on ECF for 90 days from the date of filing of the transcript. During the 90-day period, the transcript may only be viewed (but not printed) at the public terminals at the court.

Attorneys and self-represented parties are responsible for reviewing the transcript for personal identifier data to be redacted, and requesting those personal identifiers be redacted by following the procedures outlined below. Such information should be redacted as follows:

Personal Identifiers	Redacted Version
Social Security Numbers	Last 4 digits
Names of Minors	Initials Only
Date of Birth	Year of Birth
Financial Account Numbers	Last 4 digits

- The party must file a request with the court ([Notice of Intent to Request Transcription Redaction](#)) and notify the transcription firm (Statement of Items to be Redacted), who then files a redacted transcript by the date set.
 - A Notice of Intent to Request Transcription Redaction must be filed within seven (7) calendar days of the delivery of the official transcript to the clerk's office.
 - If redaction is requested, parties in a case must electronically file with the court a Statement of Items to be Redacted indicating where the personal identifiers to be redacted appear in the transcript (page number, page line). The filer of the Statement of Items to be Redacted must also submit to the transcriber a list specifying where the personal data identifiers to be redacted appear in the transcript. This must be done within 21 calendar days of the transcript's delivery to the clerk's office.
 - The transcription firm must complete said redactions within 31 days of the delivery of the transcript to the clerk's office. A redacted version of the transcript will then be filed. The electronic version of the un-redacted transcript will be retained by the clerk's office as a restricted document.
- This redacted version is immediately available to any user who has permission to view the original transcript and will become available to all users after the 90-day restriction period. The original un-redacted version will remain restricted, except to those who have purchased it or are using a public terminal. The redacted version of the transcripts will not be available on PACER until the 90-day period has passed.

- After the 90-day period, the restriction on the original transcript document will be removed, or if a redacted version exists, the restriction is removed from the redacted version. At that point, the document link is active and available to all.
- If no redactions are requested, the electronic transcript will be made available to the public at the end of the 90-day period.
- If a person wishes to redact information not covered in Fed. R. Bankr. 9037(a), he or she must file a Motion for Protective Order pursuant to part (d) of the Rule.