

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA**

**ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF PROCEEDINGS
BEFORE UNITED STATES DISTRICT AND MAGISTRATE JUDGES**

I. Official Transcripts of Court Proceedings

A. The preparation of a transcript of any court proceeding requires a party's payment of the fees to the Court Reporter or transcriber. After an official transcript of any proceeding in this court has been ordered and completed, the Court Reporter or transcriber will electronically file a certified copy of the official transcript, in accordance with [28 U.S.C. § 753\(b\)](#). If you order a transcript under the Criminal Justice Act, [18 U.S.C. § 3006A](#), please complete the CJA24 form in [eVoucher](#) and the [7th Circuit Information Sheet](#). Access to an official transcript of a court proceeding will be restricted for a period of 90 days after the transcript is filed (the "Restriction Period"), unless otherwise ordered by the court. This Restriction Period is to allow requests for the redaction of personal data identifiers within the transcript by the attorneys of record (see **redaction procedure below**). **Redaction of the transcripts is the responsibility of the attorneys of record, including any *pro se* parties.** During the Restriction Period, the official transcript will be available:

1. for purchase from the Court Reporter or transcriber who prepared and filed the transcript;
2. to attorneys of record who have purchased the transcript from the Court Reporter and requested electronic access via the ECF system through the Court Reporter;
3. for inspection only, via the public computer terminals located in the clerk's office; and
4. as directed by the Court.

B. After the Restriction Period has expired and any pending motions related to an official transcript have been resolved, the official transcript or the redacted version of the official transcript will be available as follows:

1. If the official transcript has not been redacted, it will be available:
 - a. for purchase from the Court Reporter or transcriber who prepared and filed the transcript;
 - b. for inspection only, via the public computer terminals located in the clerk's office; and
 - c. for downloading from the court's ECF system through PACER.
2. If the official transcript has been redacted, only the redacted version of the official transcript will be available, as explained above.

- C. Access fees and/or copy fees apply to official transcripts of court proceedings, whether purchased from a Court Reporter or transcriber, downloaded via PACER or obtained through the clerk’s office. Current schedules of official transcript fees, electronic public access (PACER) fees, and clerk’s office printing fees are established by the Judicial Conference and maintained on file in the clerk's office.
- D. If you desire to purchase a transcript during the 90-day Restriction Period, in either paper or electronic form, you must contact the Court Reporter who prepared the transcript. (Court Reporters are identified by name on the docket – see contact information in the table below.) Court Reporters can also be contacted for transcripts after the 90-day Restriction Period.

Court Reporter	Judge	Phone	e-Mail Address
Ashley Stokes	Judge Moody	219-852-6557	Ashley_stokes@innd.uscourts.gov
Stacy Drohosky	Judge Simon	219-852-3462	stacy_drohosky@innd.uscourts.gov
Ashley Stokes	Judge Van Bokkelen	219-852-6557	ashley_stokes@innd.uscourts.gov
Angela Phipps	Judge Springmann	219-852-3616	angela_phipps@innd.uscourts.gov
Tina Gallucci	Judge Brady	260-423-3060	tina_gallucci@innd.uscourts.gov
Debra Bonk	Judge Miller/Leichty	574-246-8039	debra_bonk@innd.uscourts.gov
Joanne Hoffman	Judge DeGuilio	574-246-8038	joanne_hoffman@innd.uscourts.gov

II. Redaction of Official Transcripts of Court Proceedings

- A. Please read this policy carefully. This policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made available for copying to the general public. Whenever an official transcript of a proceeding has been filed by the Official Court Reporter, Contract Reporter or Electronic Court Transcriber (ECT), a Notice of Filing of Official Transcript will be served on all parties in the case.
- B. **Counsel are strongly urged to share this Notice with all clients** so that an informed decision about the **inclusion of certain information** may be made. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk and Court Reporter/ECT will not review each transcript for compliance with this rule.**
- C. Upon the filing of an official transcript of any court proceeding, attorneys of record will review the transcript and determine whether redaction of personal data identifiers within the transcript is necessary to comply with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#).

This requirement applies to pro se litigants, as well.

- D. Unless otherwise ordered by the Court, attorneys of record who represent a party or parties in a matter in which an official transcript has been filed must review the following portions of the official transcript:
1. opening and closing statements made on the party's behalf;
 2. statements of the party;
 3. the testimony of any witnesses called by the party;
 4. sentencing proceedings; and
 5. any other portion of the transcript as ordered by the Court.
- E. An attorney serving as "standby" counsel appointed to be available to assist a pro se defendant in his or her defense in a criminal case must review the same portions of the transcript as if the pro se defendant were his or her client. If the transcript relates to a panel attorney representation pursuant to the Criminal Justice Act (CJA), including serving as standby counsel, the attorney conducting the review is entitled to compensation under the CJA for functions reasonably performed to fulfill the redaction obligation and for reimbursement for related reasonable expenses.
- F. If any portion of an official transcript is subject to the requirements of [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#), the attorneys of record will either jointly or individually file a "Notice of Intent to Request Redaction" within 7 days from the date on which the official transcript was filed. If a Notice of Intent to Redact is not filed within the allotted 7 days, the Court will assume redaction of personal data identifiers from the transcript is not necessary.
- G. If redaction of personal data identifiers within an official transcript is required by [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#), attorneys of record will either jointly or individually file a "Redaction Statement" within 21 days from the date on which the official transcript was filed. The Redaction Statement will certify that the official transcript has been reviewed by counsel and identify the following information:
1. the filed date and document number of the official transcript for which redaction is requested;
 2. a description of each type of personal data identifier to be redacted (*e.g.*, social security number);
 3. transcript page number(s) and line number(s) identifying the location of each personal data identifier to be redacted; and
 4. the redacted version of each such personal data identifier (*e.g.*, social security number to read as XXX-XX-1234).

- H. The Redaction Statement must not disclose, in its unredacted form, any personal data identifier. Only the following personal identifiers listed by the Judicial Conference in its policy on the Electronic Availability of Transcripts may be redacted:
1. minors' names (use the minors' initials);
 2. financial account numbers (use only the last four numbers of the account number);
 3. Social Security numbers (use only the last four numbers);
 4. dates of birth (use only the year); and
 5. home addresses (use only the city and state) (**applicable in criminal cases only**).
- I. Any party may request redaction of information other than the personal data identifiers set forth in [Fed. R. Civ. P. 5.2](#) and [Fed. R. Crim. P. 49.1](#) by filing a "Motion to Redact Transcript." Such motion must state the grounds for requesting redaction, set forth the information to be redacted, and be filed within 21 days from the date on which the official transcript was filed.
- J. After the filing of a Redaction Statement or court order granting a party's "Motion to Redact Transcript", the Court Reporter will prepare and file a redacted version of the official transcript within 31 days, or longer if the Court so orders, from the date on which the official transcript was filed.
- K. After the 90-day restriction period has ended, the Clerk of Court will remove the transcript restriction on the last version of the transcript that has been filed, unless the Court has extended the 90-day restriction period.

*A helpful diagram of the [Transcript Redaction/Restriction Process Flow](#) is also available on our internet page.