

E-Filing - Court Transcripts

– Court Reporter/Transcriber Process

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Purpose

The Judicial Conference has adopted a policy to provide public access to official transcripts of court proceedings through ECF. In the Bankruptcy Court, transcribers will electronically file the certified copy of the transcript. Following are the instructions for e-filing transcripts.

Definitions

- Sealed** Not viewable by any party except for Court users.
- Restricted** Viewable only by the Court and those parties identified as a purchasing party of the transcript.
- Redacted Transcript** The Federal Rules require that personal information be redacted from documents filed with the Court. Therefore upon notice from the attorneys, the court transcriber will file a new transcript with those items redacted or removed.
- PDF File Size:** The file size for any transcript may not be over 3.0MB (megabytes). “Converted” (rather than scanned) documents rarely exceed the 3.0MB limit. A word processing document converted to PDF can be up to 1,000 pages before it reaches the 3.0MB file maximum.
- To convert a document into a PDF, Adobe Acrobat, or another PDF conversion software is required.
- Note: Scanned documents can be problematic since scanning creates a much larger file size for the same number of pages.

Process Time-line

1. A party orders a transcript. The court transcriber creates the transcript, and provides a copy to the purchasing party after payment has been received. (Government entities may receive a copy of the transcript prior to receipt of payment.)
2. The court transcriber electronically files the certified transcript. ECF automatically sends the “Notice of Filing of Official Transcript.”
3. During quality assurance review, the Case Administrators grant permission to any user identified as a purchasing party.
4. Attorneys/parties review the transcript for personal identifiers, and file a “Notice of Intent to Request Redaction” within 7 business days of the filing of the transcript.
5. A “Request for Redaction” is electronically filed with the court within 21 days following the filing of the original transcript. A copy of the Request shall be served on the court transcriber by the requesting party.
6. Within 30 days of the filing of the original transcript, the court transcriber e-files a redacted transcript. (Copies of the redacted transcript are not supplied to the parties as with the original.)
7. The Court provides electronic access to the original purchasing party.
8. After the 90-day restriction period, the redacted transcript will be available to the public. The original unredacted version will remain restricted. If no redacted transcript has been filed, the original transcript will be available to the public.

Redaction Process

The Federal Rules require that personal information be redacted from documents filed with the Court. Therefore, upon filing of the original transcript, the attorneys must review the following portions of the transcript:

- opening and closing statements;
- statement of the party;
- testimony of witnesses, and
- any other portion of the transcript as ordered by the Court.

If an attorney requests, redactions may be made to the transcript during the initial 90-days before it becomes available to the public.

The following items are personal identifiers that are protected by the Federal Rules:

- Social Security numbers (or taxpayer identification numbers), redact to the last four digits;
- financial account numbers, redact to the last four digits;
- dates of birth;
- individuals known to be minor children, redact to the initials; and
- any home addresses stated in court, redact to the city and state

Note: While the court transcriber is authorized to redact the personal identifiers noted above., a party must receive a ruling of the court before other information in the transcript may be redacted.

Appearance of Transcript

The page numbers and lines per page should not differ between the original transcript and the redacted version. Simply type XXXXX for the information to be redacted in order to maintain the page number/line integrity.

ECF & PACER Registration

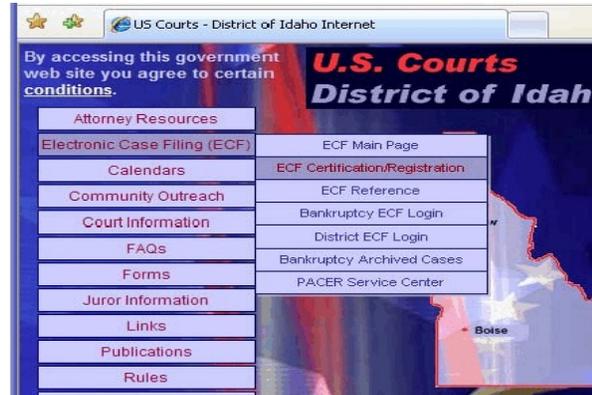
- To file in CM/ECF, you are required to have an Idaho ECF login and password.
- To view documents in CM/ECF, you need to have a PACER login and password.

Following are the instructions for registering for these login/passwords.

You may register on-line at:
www.id.uscourts.gov

On the Idaho main web page,
select: **ECF Certification/Registration**

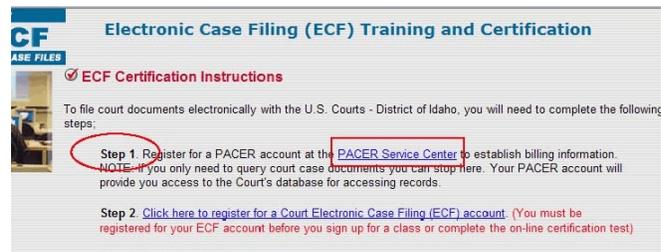
from the Electronic Case Filing Menu.



Step 1 is the **PACER** registration.

Simply follow the steps and instructions as
provided on the PACER website.

You will receive a PACER issued Login &
Password which is required for viewing
documents.



Note: PACER charges .08 per page for viewing, downloading or printing documents.
Court Transcribers may apply for a waiver of PACER charges.

The **Exemption Request** form and information on submission may be found on-line at:
<http://www.id.uscourts.gov/docs/InformationPACERexemption.pdf>

Step 2 is the **ECF** registration. (You are not
required to complete any additional training
or certification.)

Complete the information.

Note: At this time, Bankruptcy is the only
option available for court
reporter/transcribers.

You will receive a court issued CM/ECF
Login & Password by e-mail. Use this
login/password to file transcripts



Electronic Filing Procedures

STEP	RESULT
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Login into CM/ECF

Use the ECF login/password to login to Idaho's CM/ECF website.



Beginning

1. With your mouse, hover over the arrow next to **Bankruptcy** on the main blue menu bar. This reveals a shorter menu.
2. Click on **File a Transcript** from the list.

Note: You will use the same event for Adversary and for Bankruptcy matters.



STEP	RESULT
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Searching for Case Number

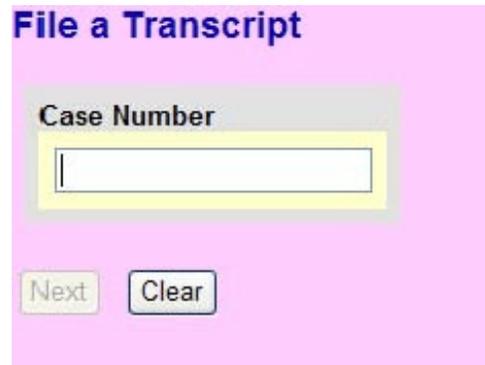
This opens the **Case Number** Screen.

1. Begin typing the case number.

You only need the year and number.

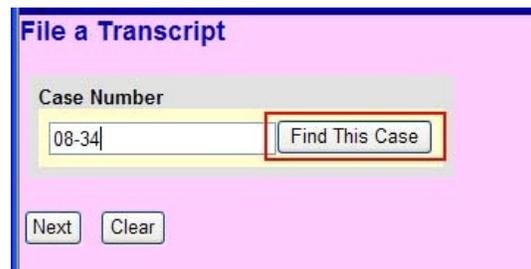
Example: 08-34.

Notice: The Next button is grayed out. You will not be able to continue until a case is located.



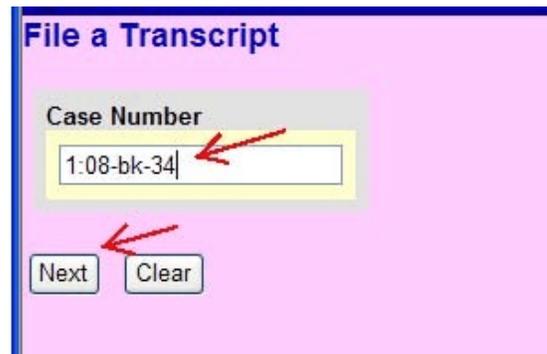
2. As you begin typing, the screen changes.

Click **Find This Case**.



3. CM/ECF will reformat the case number to match what is in ECF.

If this is the correct number, click the **NEXT** button.



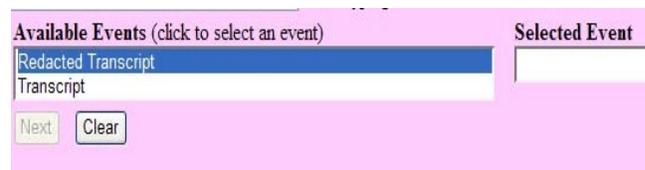
STEP	RESULT
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Selecting the Transcript Event

1. This opens the **Available Events** list of which there are two options.

Redacted Transcript or Transcript

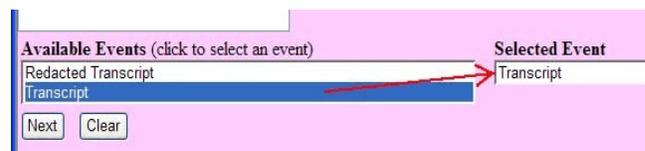
Notice: The “Next” button is grayed out. You will not be able to proceed until you select an option.



2. Single click on one of the options.

A single click moves your filing option to the **Selected Event** panel.

Click **NEXT** to Continue.



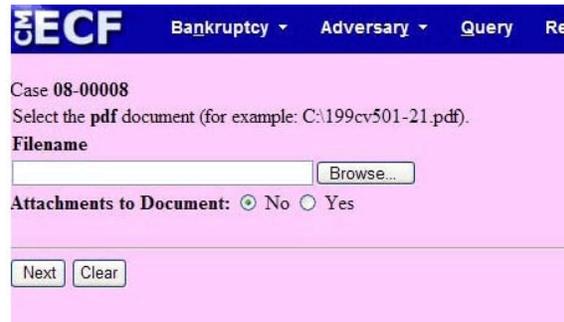
Note: If you selected an event in error, you may edit your selection by simply clicking on the correct event. It will replace your previous entry in the Selected Event panel.

STEP	RESULT
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Attaching the Transcript PDF

1. This opens a **Browse** screen. This screen allows you to “browse” your own computer files to locate the Transcript pdf for filing.

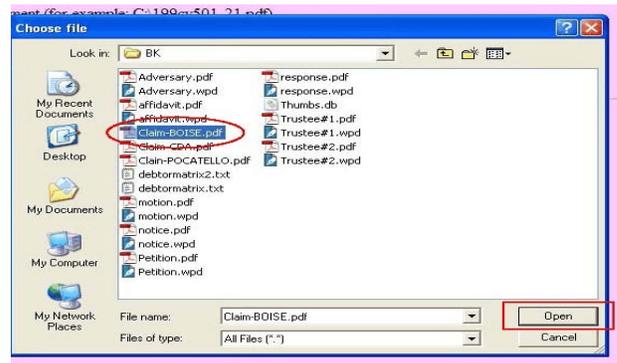
Click on the **Browse** button to search your computer to locate the Transcript PDF file.



2. This will open your file directory on your computer or network.

Locate the PDF file which is the transcript.

Click on the file to highlight, and click **OPEN**.



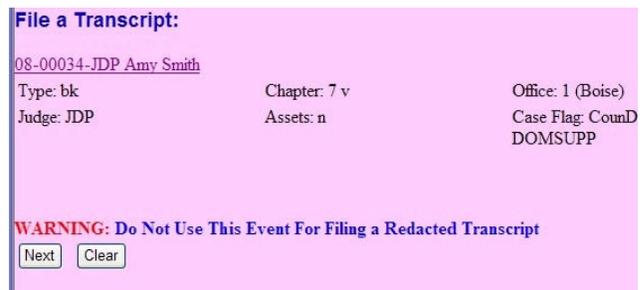
3. You will return to the previous screen and your file will be inserted into the **Filename** field.

Click **NEXT** to continue.



ECF will provide a warning screen just to make sure that this is an original transcript and not a redacted version.

Click **NEXT**.



STEP	RESULT
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Linking to a Hearing

A screen will appear showing the court minutes, or hearings held which are entered in this case.

Check the box for the hearing that you are filing a transcript on. Click **NEXT**.

Warning: If your hearing date is not listed, you may be in the wrong case, or have an incorrect case number.

Entering Transcript Information

The next screen has five questions:

Hearing Date: type the date of the hearing

Matter: type a short name for the hearing

- Examples: Trial - Day 1
- Reaffirmation Hearing
- Confirmation Hearing

Court Reporter/Transcriber: Your Name

Phone: Contact phone number for ordering transcripts.

Purchaser: Enter the name or names of those parties who have purchased the original transcript.

Click **NEXT** when finished.

The next screen reveals the filing deadlines for the parties.

Click **NEXT** to continue.

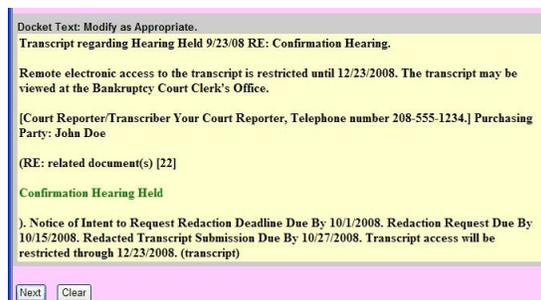
STEP	RESULT
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Final Steps

A Docket text modification Screen appears. You will not be allowed to alter any of the text.

Note: If you realize that you have made an error, you will be required to start again. (Go to Page 5 to the beginning step.)

Click **NEXT** to continue.

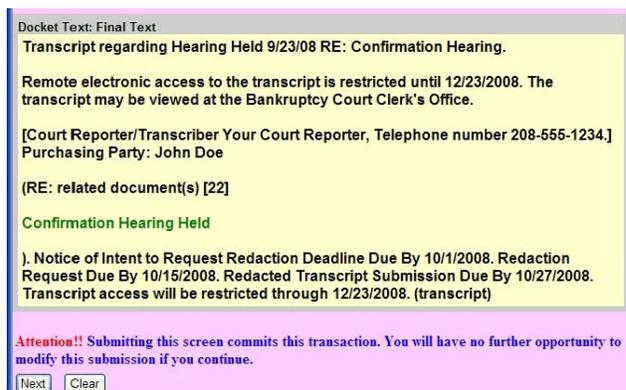


The “**Last Chance**” screen appears.

This is your last chance to review the transaction to make sure everything is accurate. Once you click Next, the transcript is electronically filed, notice is e-mailed to all parties, and the docket text is entered on the case docket.

Note: If you realize that you have made an error, you will be required to start again. (Go to Page 5 to the beginning step.)

Click **NEXT** to continue.



Notice of Electronic Filing (NEF)

The last screen is the **Notice of Electronic Filing**, also known as the NEF.

This is your acknowledgment that the transcript was successfully filed.

Note: Your transcript has been given a document number.



Logging Out

When you are finished filing, you may leave ECF by clicking the **Logout** button along the main blue menu bar.

