

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF FLORIDA  
OFFICE OF THE CLERK

WILLIAM M. MCCOOL  
CLERK OF COURT  
111 N. ADAMS STREET  
TALLAHASSEE, FLORIDA 32301-7717  
850.521.3501  
850.521.3656 FAX

SHEILA HURST-RAYBORN  
CHIEF DEPUTY CLERK  
111 N. ADAMS STREET  
TALLAHASSEE, FLORIDA 32301-7717  
850.521.3501  
850.521.3656 FAX

Visit our web site at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov)

July 19, 2006

## NOTICE REGARDING CHANGE IN REDACTION PROCEDURES

As you know, prior to the electronic filing of a transcript, specified “personal identifiers” must be redacted. An attorney for each party must file a notice identifying any needed redactions in the portion of the transcript for which the attorney is responsible.

A change in the applicable procedure is being made effective immediately. From this point forward, an attorney will *not* be required to file a notice if no redactions are needed in the portion of the transcript for which the attorney is responsible. A notice will be required only if redactions *are* needed. If an attorney does not file a notice of needed redactions within the appropriate period after the transcript becomes available—ordinarily five days—the attorney will be deemed to have certified that no redactions are needed.

This change is being made in order to reduce the burden of the redaction requirement. *Please note that the most important thing an attorney can do to reduce the redaction burden is to avoid the unnecessary use of personal identifiers on the record.*

Please note, also, that the redaction procedure applies only to specific “personal identifiers”: social security, tax identification, and financial account numbers (which should be redacted to the last four digits); the names of minors (which should be redacted to the initials); dates of birth (which should be redacted to the year); and, in criminal cases only, home addresses of witnesses (which should be redacted to the city). Juror information should be redacted to the extent necessary to protect the juror’s identity, but this ordinarily need not be done for voir dire proceedings, which will be separately filed under seal. *The redaction procedures do not apply to other information.* (A party wishing to prevent the public disclosure of other information may file an appropriate motion, just as was the case prior to electronic filing.) Exceptions to the redaction requirement may be made by the judge.

Additional information on redaction procedures is available on the court’s website or from the clerk of court.

---

*The mission of the Office of the Clerk of the Northern District of Florida is to provide superior service to the public and the Court.*

---

Gainesville Division  
401 SE 1<sup>st</sup> Avenue  
Gainesville, Florida 32601  
352.380.2400  
352.380.2424 FAX

Pensacola Division  
1 N. Palafox Street  
Pensacola, Florida 32502-5658  
850.435.8440  
850.433.5972 FAX

Tallahassee Division  
111 N. Adams Street  
Tallahassee, Florida 32301-7717  
850.521.3501  
850.521.3656 FAX

Panama City Division  
30 W. Government Street  
Panama City, Florida 32401  
850.769.4556  
850.769.7528 FAX