

## Transcripts – Bankruptcy and Adversary

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### **Docketing Event**

- Bankruptcy > Notices > Notice of Intent to Request Redaction of Transcript
  - Bankruptcy > Miscellaneous > Statement of Personal Data Identifier Redaction Request
  - Bankruptcy > Motions/Applications/Objections > Motion for Additional Redactions to Transcript
  - Bankruptcy > Trustee/U.S. Trustee > Motion for Additional Redactions to Transcript
  - Bankruptcy > Trustee/U.S. Trustee > Notice of Intent to Request Redaction of Transcript
  - Bankruptcy > Court Reporter – Transcript with Redactions
  - Adversary > Notices > Notice of Intent to Request Redaction of Transcript
  - Adversary > Miscellaneous > Statement of Personal Data Identifier Redaction Request
  - Adversary > Motions/Applications > Motion for Additional Redactions to Transcript
  - Adversary > Court Reporter – Transcript with Redactions
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**Negative Notice:** N/A

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**Accompanying Orders:** Yes, for Motion for Additional Redactions to Transcript.

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**Code and Rule References:**

[Fed. R. Bankr. P. 5007](#)

[Fed. R. Bankr. P. 9037](#)

[Local Rule 5077-1](#)

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**Fee:** N/A

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**Applicable Chapters:** 7, 11, 12, 13

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**Implemented:** 1/24/2018

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**Last Revision:** 8/2/2021 9:13:40 AM

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### **Description**

A transcript is a written record of all proceedings including testimony in a trial, hearing, or deposition. They are requested and paid for via the official court reporter or a transcriptionist. The Court keeps a list of approved court reporters and transcriptionists on its website: [http://www.flmb.uscourts.gov/court\\_reporters/](http://www.flmb.uscourts.gov/court_reporters/).

[Here](#) is a generic purchase order for a transcript from an approved agency.

To order a transcript of a court hearing, contact an approved agency and provide the following information : (1) the case name and number; (2) the hearing date and time; (3) the judge's name; (4) the ordering attorney's name and the party that attorney represents; and (5) whether the transcript is in connection with an appeal.

Official transcripts of Bankruptcy Court proceedings may only be filed by an official court reporter and shall, at the time of initial filing on the CM/ECF docket, be docketed using the appropriate transcript docketing event to ensure appropriate viewing restrictions are set. Court approved court reporters and transcriptionists are provided with special access to CM/ECF for docketing of transcripts.

Parties interested in reviewing a transcript during the restricted viewing period may purchase a copy from the official court reporter or transcriptionist or view the transcript at the public terminals located at the Court's intake windows.

Pursuant to the Judicial Conference's Privacy Policy and Local Rule 5077-1, certain personal identifier information should be redacted. During court proceedings, participants are requested to use caution to avoid disclosing certain personal identifiers. Personal identifiers include:

- Social Security numbers;
- Taxpayer Identification Number;
- Financial account numbers other than the last 4 digits of the account number;
- Names of minor children; and
- Dates of birth.

Fed. R. Bankr. P. 9037 also includes the Taxpayer Identification Number in the list of personal identifiers subject to privacy protection. Pursuant to Local Rule 5077-1, the Court has a detailed process to notify the participants in a hearing when an official transcript is filed by the official court reporter or transcriptionist. This process allows participants seven calendar days from the date of filing the transcript (not the date of the hearing) to file a Notice of Intent to Request Redaction. If timely filed, the filer then has 21 calendar days from the filing of the transcript to file a Statement of Personal Data Identifier Redaction Request. At that time, the official court reporter or transcriptionist has 28 calendar days from the date of the filing of the Statement of Personal Data Identifier Redaction Request to file a redacted transcript.

Parties may also file a Motion for Additional Redactions for redaction of something other than the standard personal identifiers. This Motion must be filed within 21 calendar days of the Notice of Intent to Request Redaction.

**Note:** Transcripts filed by someone other than an official court reporter may be docketed and attached to a Notice of Filing. For transcripts that are not an official transcript of a Bankruptcy Court proceeding and/or are not filed by the official court reporter or transcriptionist, the Court has no requirement to review the transcript to locate or address any privacy issues. This may include, for example, transcripts of depositions, 341 meetings, or state court proceedings.

To acquire a transcript of a 341 creditors meeting, contact the United States Trustee's Office:

Guy A. Van Baalen, Assistant U.S. Trustee  
501 East Polk Street, Suite 1200  
Tampa, FL 33602  
Phone: (813) 228-2000  
Fax: (813) 228-2303

OR

William J. Simonitsch, Assistant U.S. Trustee  
400 W. Washington Street, Suite 1101

Orlando, FL 32801  
Phone: (407) 648-6301  
Fax: (407) 648-6323

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**Filing Checklist for Notice of Intent to Request Redaction of Transcript:**

- Is filed seven days or fewer after the transcript is filed.

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**Filing Checklist for Motion for Additional Redactions to Transcript:**

Review the motion to determine if it:

- Is signed;
- Includes the attorney's name and address complete and consistent with the filing attorney's name and address in CM/ECF; and
- Is properly served and includes a proper certificate of service; and
- Needs to be filed as a sealed paper, if so, follow the sealed paper procedure.

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**Filing Checklist Statement of Personal Identified Redaction Request:**

- Is filed 21 days or fewer after the transcript is filed.

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**Filing Checklist Transcript with Redactions:**

- Is filed 31 days or fewer after the file date of the original transcript.

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**Other Useful Information:**

[Judiciary Policy on Court Reporting](#)  
[Federal Court Reporting Program](#)  
[Transcript Fee Rates](#)