

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

**NOTICE TO THE BAR AND PUBLIC REGARDING GENERAL ORDER GOVERNING
TRANSCRIPT REDACTION PROCEDURES UNDER THE JUDICIAL CONFERENCE
PRIVACY POLICY**

The *Judicial Conference Privacy Policy* contains procedures for redacting certain personal information including social security numbers, birth dates, names of minor children and financial account information (“*Personal Data Identifiers*”) from court filings that are electronically available to the public, including official court transcripts.

Please be advised that *effective August 31, 2007* the Board of Judges of the Bankruptcy Court of the District of New Jersey has approved a *General Order Governing Transcript Redaction Procedures Under the Judicial Conference Privacy Policy for Public Access to Electronic Case Files (General Order Governing Transcript Redaction Procedures)*.

The *General Order Governing Transcript Redaction Procedures* establishes a procedure to request the redaction of *Personal Data Identifiers* before a transcript is made electronically available to the public.

It is the responsibility of each party to review a transcript for information that should be redacted as required by *The General Order Governing Transcript Redaction Procedures*.

Under the *General Order Governing Transcript Redaction Procedures*, a party must file a *Notice of Intent to Request Redaction* (The *Notice of Intent to Request Redaction* may be found on the Court’s Website: www.njb.uscourts.gov under “Forms”) within five (5) business days of the filing of the official transcript. If a timely *Notice of Intent to Request Redaction* is filed, the transcript will not be made electronically available to the public until the redaction occurs.

Within twenty-one (21) calendar days of the filing of the transcript, or longer if the Court so orders, the party having filed the *Notice of Intent to Request Redaction*, must file with the Court and serve on the transcriber, a *List of Items to be Redacted* indicating the transcript page, paragraph and line in which the *Personal Data Identifiers* appear and the manner in which they are to be redacted. (The form *List of Items to Be Redacted* and related instructions may be found on the Court’s Website: www.njb.uscourts.gov under “Forms.”)

If a party fails to timely file the *Notice of Intent to Request Redaction* or *List of Items to be Redacted* within the relevant time frames, the transcript in its entirety may be made electronically available to the public.

The General Order Governing Transcript Redaction Procedures is posted on the Court's Web Site: www.njb.uscourts.gov and is available at the Clerk's Office in each vicinage. The *Judicial Conference Privacy Policy* may be accessed at: www.privacy.uscourts.gov.

Dated: August 31, 2007

JAMES J. WALDRON, Clerk