

United States Bankruptcy Court Central District of California



CM/ECF Transcript Filing and Upload Procedures *(rev. May 2013)*

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Electronic Availability of Transcripts

In September 2007, the Judicial Conference adopted a plan that incorporates transcripts of court proceedings in the electronic case file system, while recognizing the court reporters' statutory authority to sell copies of transcripts. CM/ECF release 3.3.1 incorporates this policy. Under this policy a transcript may be viewed (but not printed) in CM/ECF at the court's public terminal for 90 days after the filing of the transcript.

In order to meet the strict deadlines associated with the restriction of the transcripts, it is necessary to require that the transcribers file the Transcripts electronically using the CM/ECF System.

Access to Restricted Transcripts

Once filed, access to the transcript is automatically restricted and cannot be viewed except at the Court's public computer terminals and by court staff for 90 days. The 90 day restriction is intended to preserve:

- Privacy
- Opportunity for redaction

Attorneys or pro se parties are responsible for reviewing the transcript and requesting applicable redactions.

If no redacted transcript is filed, restriction of the original transcript will be lifted after the 90 days.

If a redacted transcript is filed:

- The original transcript will remain restricted.
- Only the restriction placed on the redacted version of the transcript will be lifted after 90 days.

Items to be Redacted

Federal Rule of Bankruptcy Procedure 9037(a) dictates the following redactions in transcripts of federal court hearings unless the Court orders otherwise:

Item to be Partially Redacted	What is Allowed
▪ SSN or Taxpayer ID:	Last 4 digits
▪ Minor's names:	Minor's initials
▪ Dates of Birth:	Year of birth
▪ Financial Account Numbers:	Last 4 digits

Requests for redaction of additional items not listed above must be made by filing a motion. If granted, a copy of the order, or list of additional items to be redacted, will be forwarded by the requesting party to the transcriber to make the necessary redactions to the transcript.

PACER Access for Transcribers

The PACER account is needed to **VIEW** documents only. It will allow you to **access the document once - without being charged PACER fees**. When the document is opened for the first time, it should be either **Printed** or **Saved** to a local computer for future reference. Accessing the same document twice may incur PACER fees.

Case Numbers

In the Central District of California, the complete case number(s) must be noted on the title page of a transcript. There are two types of case numbers:

- Bankruptcy Case (or “Main Case”) number.
- Adversary Proceeding (or “Adversary Case”) number.

For a transcript on an adversary proceeding, both the main case number and adversary proceeding case number should be noted on the title page. Below are examples of complete case numbers.

Breakdown of a Complete Case Number				
▪ Bankruptcy Case: 6:11-bk-21212-WJ				
▪ Adversary Proceeding: 6:11-ap-01830-WJ				
Division Code	Year Case was Opened	Case Type	Case Number	Judge
6	11	BK	21212	WJ
6	11	AP	01830	WJ

Division Codes

Courthouse locations are referred to as “Divisions” or “Divisional Offices.” Each division uses the same series of case numbers. Therefore, CM/ECF places a division code at the beginning of every case number. You should become familiar with the division code numbers as this will aid in locating the appropriate case when filing a transcript in CM/ECF.

USBC - Central District of California		
Division Code	Division	Courthouse Location
1	San Fernando Valley	Woodland Hills
2	Los Angeles	Los Angeles
6	Riverside	Riverside
8	Santa Ana	Santa Ana
9	Northern	Santa Barbara

Deadlines for Monitoring Transcripts

There are four deadlines in the CM/ECF system for monitoring transcripts. In order to meet these strict deadlines, transcribers are required to file **Transcripts** and **Redacted Transcripts** electronically.

Deadline	Number of Days From Transcript Filing
Notice of Intent to Request Redaction	7
Redaction Request	21
Redacted Transcript Submission	31
Release Transcript	90

1. Seven (7) days after the transcript is filed, the attorney or pro se party may file a *Notice of Intent to Request Redaction* of the transcript.
2. Twenty-one (21) days after the *Notice of Intent to Request Redaction* is filed, the attorney or pro se party may file a Redaction Request.
3. The transcriber shall file the Redacted Transcript within thirty-one (31) days of the filing of the transcript.

Responsibility for Deadlines and Events

Both attorneys and transcribers are responsible for adhering to the four deadlines in the CM/ECF system for monitoring transcripts (listed above).

1. It is the filer's responsibility to:
 - a. Notify the transcriber of the Redaction Request; and
 - b. Provide the transcriber with the items to be redacted.

NOTE: Beginning May 1, 2013, Transcriber company name and phone number will be part of the transcript docket entry text.

Beginning July 1, 2013, Transcriber contact information will be posted at www.cacb.uscourts.gov/Transcripts.)

2. The following table lists the **Event**, the responsible party **Filer** and the **Deadlines** within which the documents need to be filed with the court.

Event	Filer	Deadlines
Transcript	Transcriber	PDF restricted to court and public terminal viewing for 90 days
Notice of Intent to Request Redaction	Attorney or Pro Se Party	Must be filed no later than 7 days after the filing of transcript
Redaction Request	Attorney or Pro Se Party	Must be filed within 21 days of the filing of the transcript after filing the notice of the intent to request redaction. PDF of the transcript is restricted to the court and public viewing terminals
Redacted Transcript	Transcriber	Must be filed within 31 days after the filing of the transcript. PDF restricted to the court and public viewing terminals for 90 days

Notifying the Court of a Purchased Copy of a Restricted Transcript

Attorneys and appellate judges who purchase a copy of the transcript during the 90-day restriction period will be given electronic access to the transcript and any redacted version filed with the Court.

Members of the general public, including pro se parties who purchased the transcript, will not be given electronic access to the transcript and any redacted version filed with the Court during the 90-day period. (It will only be viewable at the Court's public terminals.)

The transcriber shall notify the Court (via email) of the purchase of a copy of a filed transcript during the 90-day restriction period so that the purchaser may also be given electronic access to the transcript on the docket. The email to the Court must contain:

- Case name
- Case number
- Full name of the person purchasing the transcript copy
- Confirmation by transcriber of receipt of payment for the transcript copy

Email the division where the case is pending. Below is a list of email addresses and contact information for the divisions

Division Code	Division	Email Address To:	Copy of Email – cc:	Phone No.
1	San Fernando Valley	SV_NtcDocActivity@cacb.uscourts.gov	TranscriptsSV@cacb.uscourts.gov	855-460-9641
2	Los Angeles	LA_NtcDocActivity@cacb.uscourts.gov	TranscriptsLA@cacb.uscourts.gov	855-460-9641
6	Riverside	RS_NtcDocActivity@cacb.uscourts.gov	TranscriptsRS@cacb.uscourts.gov	855-460-9641
8	Santa Ana	SA_NtcDocActivity@cacb.uscourts.gov	TranscriptsSA@cacb.uscourts.gov	855-460-9641
9	Northern	ND_NtcDocActivity@cacb.uscourts.gov	TranscriptsND@cacb.uscourts.gov	855-460-9641

Transcriber Registration and Training to Access CM/ECF

In order to file transcripts electronically for the United States Bankruptcy Court for the Central District of California, transcribers (i.e. limited access filers) must register and either provide proof of proficiency in ECF or complete an online training course.

To obtain a CM/ECF registration form, contact the ECF Help Desk. (See last page of this booklet for contact information.)

Filing Transcripts Electronically

Signature Line

IMPORTANT! Before your document is converted into a PDF file, ensure that signature lines have an **/s/** followed by your typed name. The use of a registered ECF User's login and password to file a document electronically shall constitute the signature of the registered ECF User on the document being electronically filed.

Document File Format

Before accessing the CM/ECF system, ensure that your document:

- Is converted to portable document format (PDF) for electronic filing.
- File size does not exceed 5 megabytes or 5MB. If the file size exceeds 5MB, break up the transcript into more than one PDF file before uploading (you may include up to 5 attachments).

The following docket events will be used by the transcribers when filing a transcript on both Bankruptcy Cases and Adversary Proceedings:

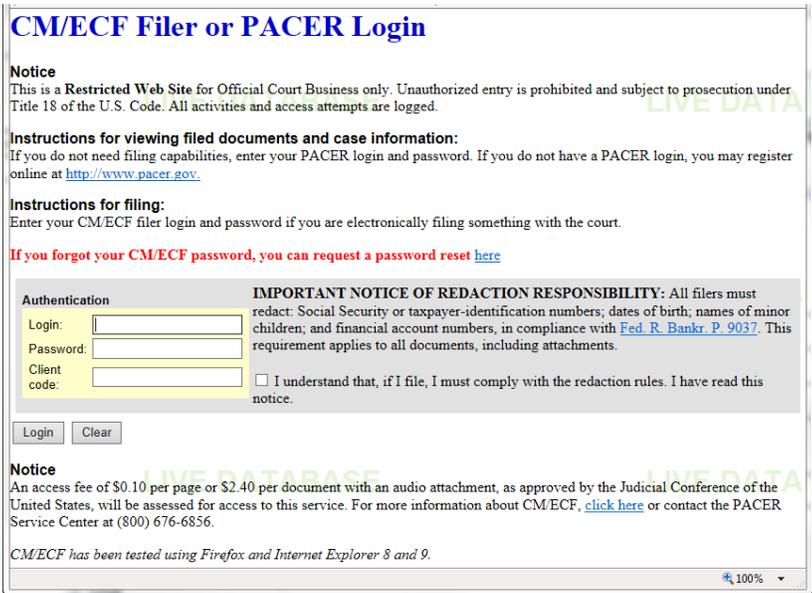
- **Transcript**
- **Redacted Transcript**

To access these docket events in CM/ECF, from the blue Main Menu bar select **Utilities > File a Transcript**.

TIMEOUT WARNING! Complete entries within a period of 20 minutes. CM/ECF will time out your session after 20 minutes of being idle.

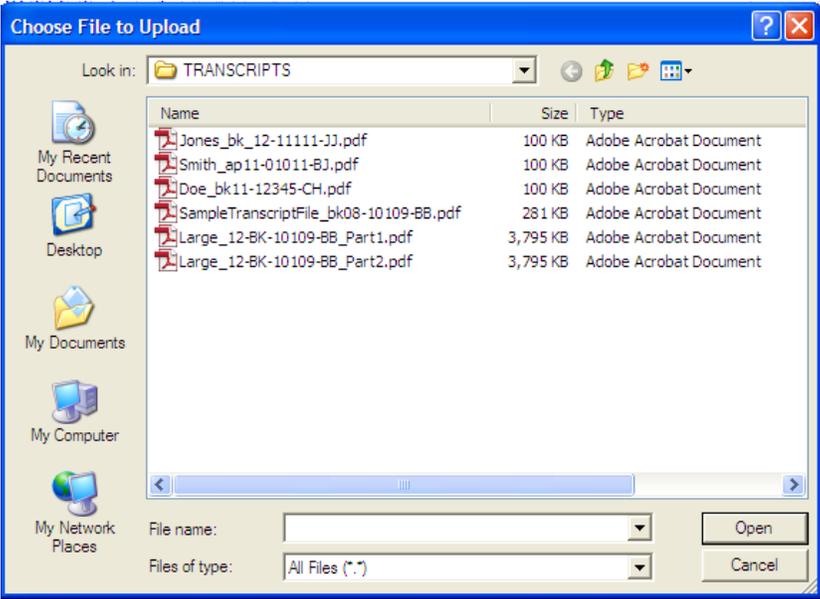
Docketing Process

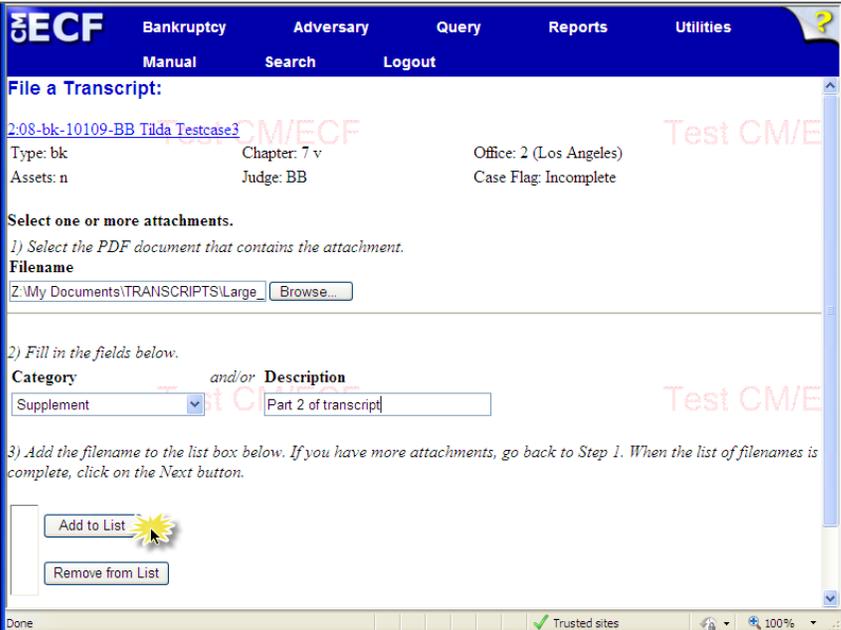
Transcript

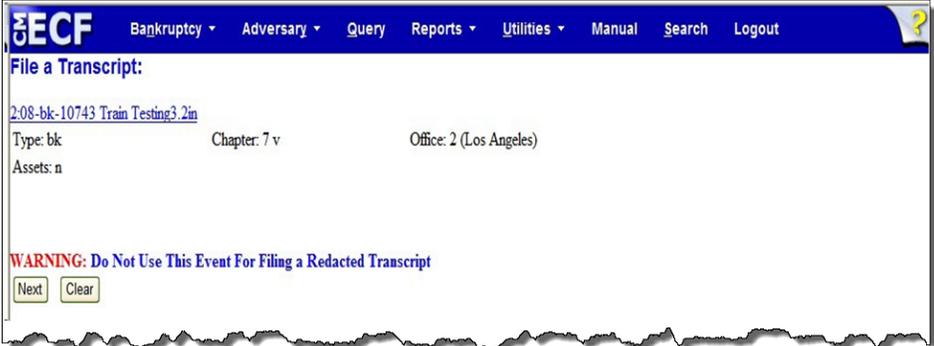
Step	Action
1	<p>To access the URL address for LIVE environment: https://ecf.cacb.uscourts.gov.</p> <p>To access the URL address for TRAIN environment: https://ecf-train.cacb.uscourts.gov</p> 
2	<p>Login onto the LIVE CM/ECF system using the Court assigned LIVE login and password.</p> 

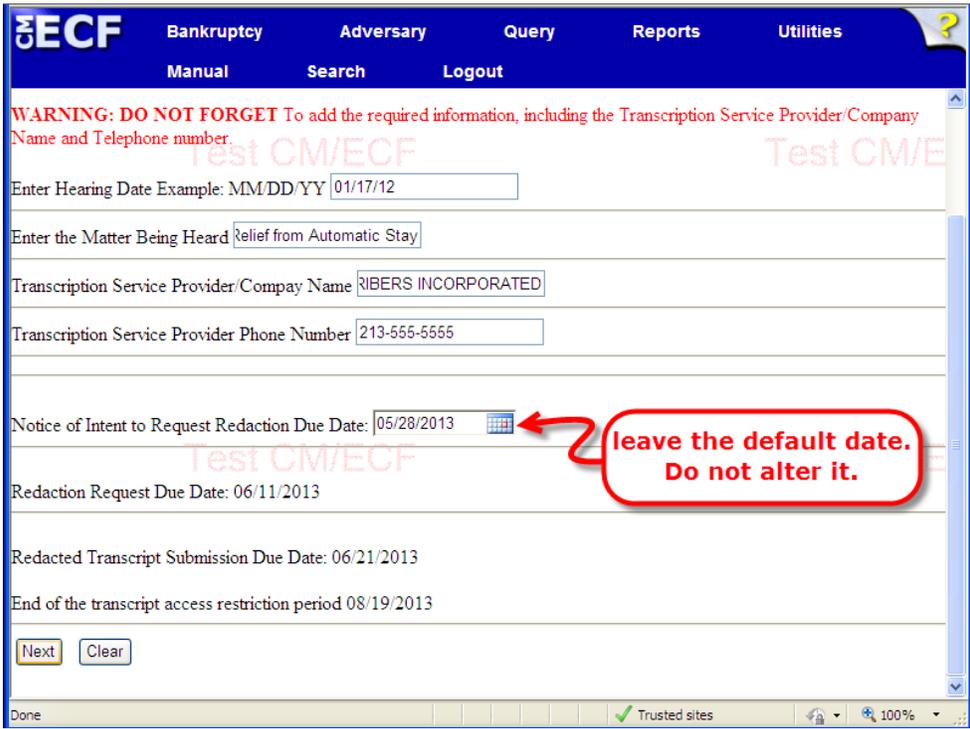
Step	Action
3	<p>Click Utilities.</p> 
4	<p>Click File a Transcript.</p> 
5	<p>Enter the case number.</p> 

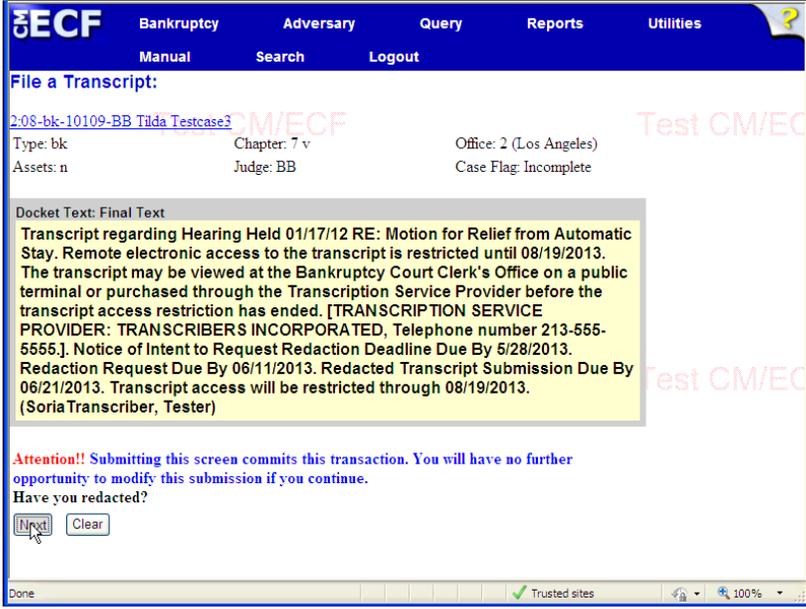
Step	Action
6	<p>Each division uses the same series of case numbers. Therefore, if the system locates a particular case number in more than one divisional office, you will be provided a list of cases. Check for the correct case name and select the applicable case number.</p> 
NOTE	<p>Double check the case name and case number. Make sure you are filing the transcript onto the correct case docket.</p>
7	<p>Click Next.</p> 
8	<p>Under <i>Available Events</i>, select the Transcript event and click Next.</p> 
9	<p>Click Browse to upload the PDF of the transcript.</p> 

Step	Action
10	<p>The system will automatically launch the Choose File to Upload dialog box. Navigate to your computer drive folder to choose the desired PDF file.</p> <ol style="list-style-type: none"> Check the file size. It cannot exceed 5MB (see NOTE below). Right-click on the document file name and click Open to preview it. This will ensure you are uploading the correct file. To upload the file, in the lower right corner of the Choose File to Upload dialog box, click Open. 
NOTE	<p>The maximum file size that can be uploaded is 5 megabytes or 5MB. If the PDF file exceeds 5MB, break up the transcript into more than one PDF file before continuing. You may upload up to 5 attachments.</p>

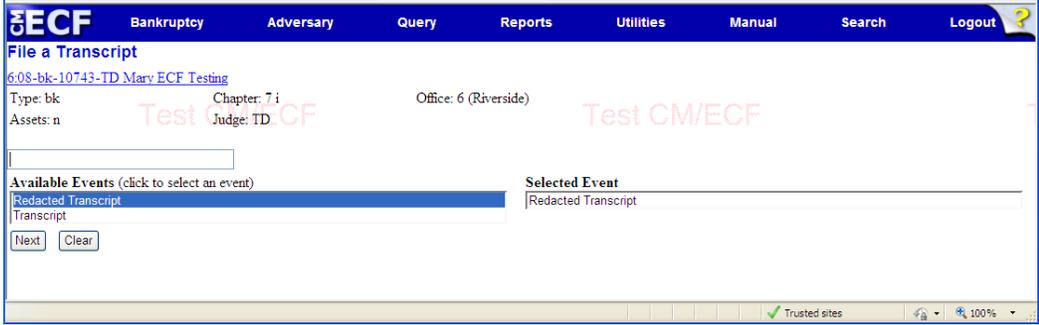
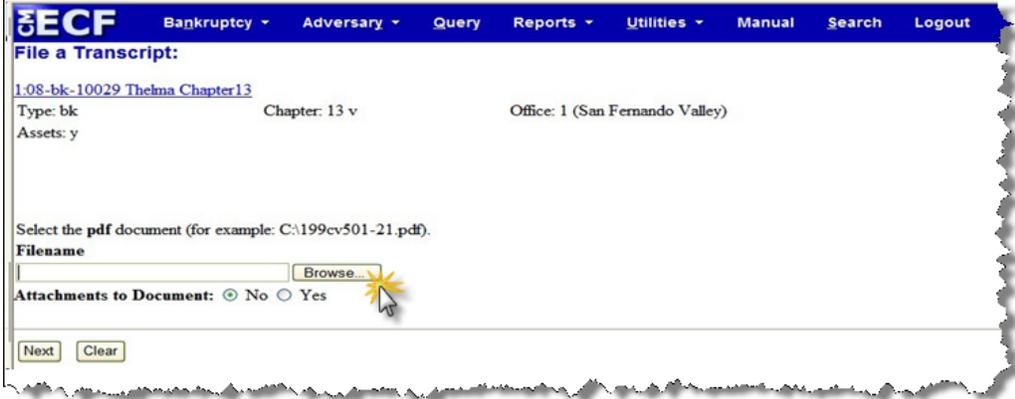
Step	Action
11	<p>Once the file is loaded into the <i>Filename</i> box, either:</p> <ol style="list-style-type: none"> a) If there is one PDF file (file size must not exceed 5MB): <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, accept the No default. 2) Click Next.  <p style="text-align: center;">OR</p>
11 (Cont.)	<ol style="list-style-type: none"> b) If the transcript was broken up into multiple files (because one file exceeded 5MB): <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, select Yes. 2) Click Next. 3) Follow the prompts. 4) Click Add to List 5) When finished attaching files, click Next. 

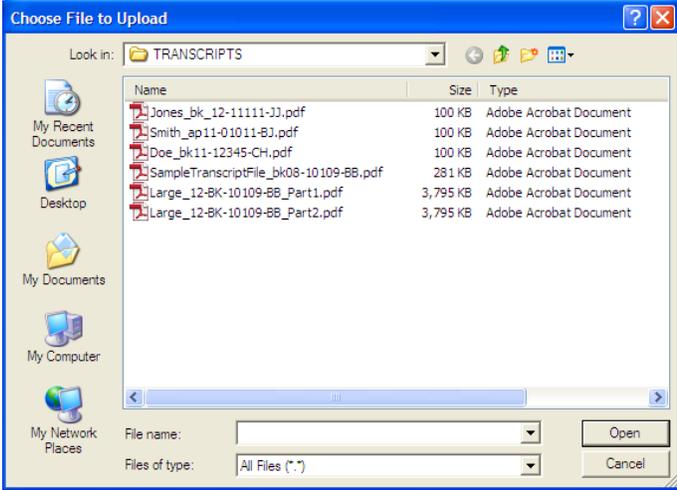
Step	Action
12	<p>Take this opportunity to review the document you are filing. Notice there is a warning message:</p> <p><i>“WARNING: Do Not Use This Event For Filing a Redacted Transcript”</i> is displayed when using the <i>Transcript</i> event code.</p> <p>If the document you are filing is a Redacted Transcript - STOP! You are using the incorrect event code. From the blue Main Menu bar, click Utilities to start the process over by selecting the correct event code.</p> <p>Otherwise, click Next to continue.</p>  <p>The screenshot shows the ECF 'File a Transcript' form. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Manual', 'Search', and 'Logout'. The form title is 'File a Transcript:'. Below the title, the document name '2-08-bk-10743 Train Testing3.2in' is displayed. The form fields show 'Type: bk', 'Chapter: 7 v', and 'Office: 2 (Los Angeles)'. Below these fields, the text 'Assets: n' is visible. A red warning message reads: 'WARNING: Do Not Use This Event For Filing a Redacted Transcript'. At the bottom of the form, there are 'Next' and 'Clear' buttons.</p>
13	<p>Leave <i>Refer to existing event(s)</i> <u>UN</u>checked and click Next.</p>  <p>The screenshot shows the same ECF 'File a Transcript' form as in step 12. In this version, the checkbox labeled 'Refer to existing event(s)?' is unchecked. A yellow starburst icon is placed over the 'Next' button, indicating it should be clicked.</p>

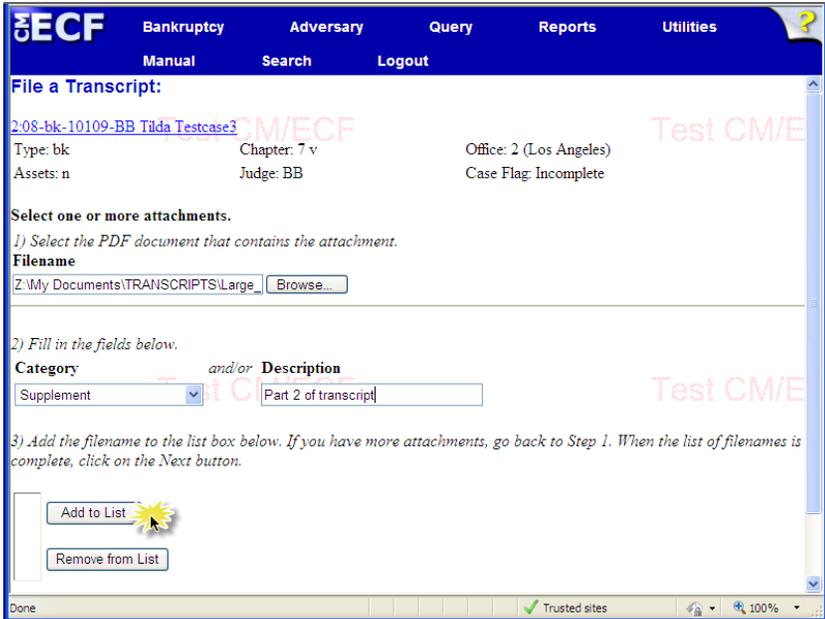
Step	Action
14	<p>In the applicable text boxes enter:</p> <ul style="list-style-type: none"> a) Hearing date information (mm/dd/yy) b) Title of the matter being heard (e.g. Motion for Relief from Automatic Stay, etc.) c) Transcriber company name d) Transcriber company phone number e) Accept the system default date for the <i>Notice of Intent to Request Redaction Due Date</i>. Do not alter it! 
15	<p>Click Next.</p> 
16	<p>Click Next to continue</p> 

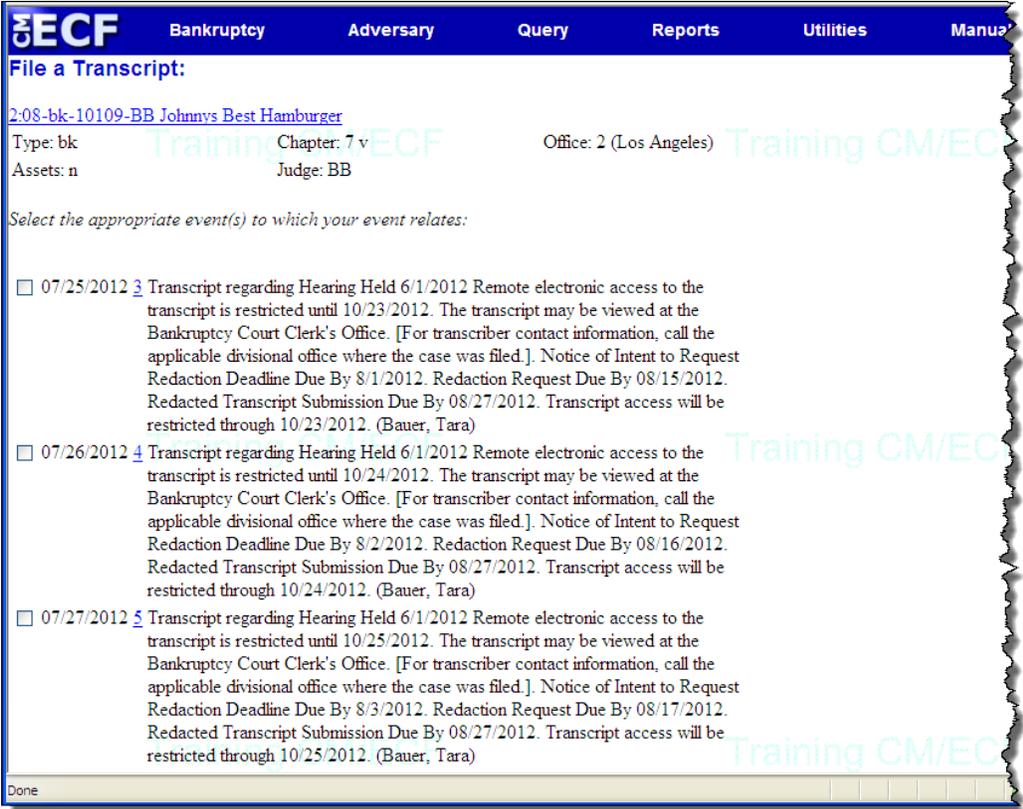
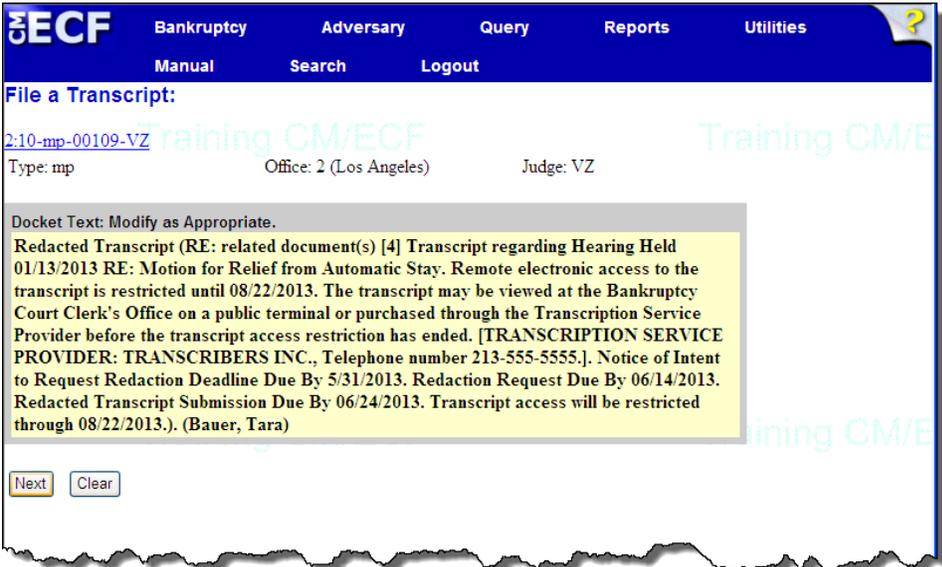
Step	Action
17	<p>The Docket Text: Final Text displays the selected text event. Review it carefully for accuracy before you commit the text to the docket.</p> 
NOTE	<p>If you realize at this point that you have made a typo, entered the incorrect hearing date, selected the wrong case number or docket event or uploaded the wrong PDF, select Utilities from the blue Main Menu bar and start the process again at step 4.</p>
18	<p>If the Final Text is correct, to submit this transaction, click Next.</p> 
19	<p>The <i>Notice of Electronic Filing</i> (NEF) is automatically generated and will display. Included in this notice are the date and time the document was filed, the case number and document number issued and electronic service information.</p> <p>You may print this notice or save it in your computer for future reference.</p> 

Redacted Transcript

Step	Action
1 to 7	Steps are the same as for the <i>Transcript</i> docket event.
8	<p>Under <i>Available Events</i>, select the Redacted Transcript event and click Next.</p> 
9	<p>Click Browse to upload the PDF of the transcript.</p> 

Step	Action
10	<p>The system will automatically launch the Choose File to Upload dialog box. Navigate to your computer drive folder to choose the desired PDF file.</p> <ol style="list-style-type: none"> Check the file size. It cannot exceed 5MB (see NOTE below). Right-click on the document file name and click Open to preview it. This will ensure you are uploading the correct file. To upload the file, in the lower right corner of the Choose File to Upload dialog box, click Open. 
11	<p>Once the file is loaded into the <i>Filename</i> box, either:</p> <ol style="list-style-type: none"> If there is one PDF file (file size must not exceed 5MB): <ol style="list-style-type: none"> For <i>Attachments to Document</i>, accept the No default. Click Next.  <p>OR</p>

Step	Action
<p>11 (cont'd)</p>	<p>b) If the transcript was broken up into multiple files (because it exceeded 5MB):</p> <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, select Yes. 2) Click Next. 3) Follow the prompts. 4) Click Add to List 
<p>13</p>	<p>When finished attaching files, click Next.</p> 

Step	Action
12	<p>Under “<i>Select the appropriate event(s) to which your event relates,</i>” click the box next to the related transcript for which you are now filing a redacted version and click Next.</p>  <p>The screenshot shows the ECF interface for filing a transcript. The title is "File a Transcript:" and the case information is "2:08-bk-10109-BB Johnvs Best Hamburger". The transcript type is "bk", Chapter is "7 v", Office is "2 (Los Angeles)", Assets are "n", and Judge is "BB". Below this, there is a section titled "Select the appropriate event(s) to which your event relates:" with three checkboxes and corresponding text descriptions of transcript events dated 07/25/2012, 07/26/2012, and 07/27/2012. Each event description includes details about remote electronic access, redaction deadlines, and submission dates.</p>
13	<p>The Docket Text: Final Text displays the selected text event. Review it carefully for accuracy before you commit the text to the docket.</p>  <p>The screenshot shows the ECF interface for filing a transcript. The title is "File a Transcript:" and the case information is "2:10-mp-00109-VZ". The transcript type is "mp", Office is "2 (Los Angeles)", and Judge is "VZ". Below this, there is a section titled "Docket Text: Modify as Appropriate." with a highlighted text event. The text event reads: "Redacted Transcript (RE: related document(s) [4] Transcript regarding Hearing Held 01/13/2013 RE: Motion for Relief from Automatic Stay. Remote electronic access to the transcript is restricted until 08/22/2013. The transcript may be viewed at the Bankruptcy Court Clerk's Office on a public terminal or purchased through the Transcription Service Provider before the transcript access restriction has ended. [TRANSCRIPTION SERVICE PROVIDER: TRANSCRIBERS INC., Telephone number 213-555-5555.]. Notice of Intent to Request Redaction Deadline Due By 5/31/2013. Redaction Request Due By 06/14/2013. Redacted Transcript Submission Due By 06/24/2013. Transcript access will be restricted through 08/22/2013.). (Bauer, Tara)". Below the text event, there are "Next" and "Clear" buttons.</p>

Step	Action
NOTE	If you realize at this point that you have made a typo, entered the incorrect hearing date, selected the wrong case number or docket event or uploaded the wrong PDF, select Utilities from the blue Main Menu bar and start the process again at step 4.
14	If the Final Text is correct, to submit this transaction, click Next . 
15	<p>The <i>Notice of Electronic Filing</i> (NEF) is automatically generated and will display. Included in this notice are the date and time the document was filed, the case number and document number issued and electronic service information.</p> <p>You may print this notice or save it in your computer for future reference.</p> 

Correcting Errors

If after filing a document you realize that an error has been made, contact the ECF Help Desk immediately at (213) 894-2365 or by email:

ECF_Support@cacb.uscourts.gov

Although the CM/ECF system is available for your convenience 24 hours/7 days per week, the Clerk's Office staff are only available to assist you from 9:00 a.m. to 4:00 p.m., Monday through Friday. By notifying the ECF Help Desk timely, the Clerk's Office can ensure that any and all corrections are made timely. Please note that docket entries cannot be deleted. The Court will inform you of any corrective action to be taken on your behalf.

Contacting the ECF Help Desk

ECF Help Desk

- Phone: (213) 894-2365,
- Email: ECF_support@cacb.uscourts.gov
- Hours: Monday through Friday, 9:00 a.m. to 4:00 p.m