

## NOTICE

### AUDIO FILES AVAILABLE THROUGH PACER - SPRINGFIELD DIVISION

---

#### Notice to Attorneys

Beginning **October 1, 2013**, the United States Bankruptcy Court for the Central District of Illinois, Springfield Division, will make digital audio files of court proceedings available through the Public Access to Court Electronic Records (PACER) system. Unless specifically ordered to be sealed or restricted, audio files of all matters heard by Chief Judge Mary P. Gorman will be uploaded to the Case Management /Electronic Case Filing (CM/ECF) system and will available through PACER.

#### To Access the Audio Files

A PDF file with an embedded mp3 audio file is located in the court docket and identified by the date and time of the court hearing. To access, click on the document identification number (Doc Id) in the docket and the PDF file will open and display a link to the mp3 file. To listen to the file, click on the Attachments tab or Paper Clip icon. Select the Audio File and click Open.

#### Audio File Fees

There is a fee of \$2.40 per digital audio file downloaded from PACER. Attorneys who receive a Notice of Electronic Filing (NEF) in a particular case with the PDF file and embedded audio file receive one free look (listen) as with all Notices of Electronic Filing and are not charged the \$2.40 PACER fee.

#### Privacy Policy

The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the Court. The policy requires limiting the disclosure of Social Security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. However, if such information is elicited during the testimony or other Court proceedings, it will become available to the public.

#### Limiting Personal Information

If information subject to the judiciary's privacy policy is stated on the record, it will be available in the audio files. Because parties and their attorneys are solely responsible for guaranteeing that pleadings and testimony comply with the Court's rule requiring the redaction of personal data identifiers, the better practice is to avoid introducing personal data and other sensitive information into the record, unless necessary to prove an element of the case. Also, be advised that the Clerk's office staff and chambers' staff cannot redact audio files before they are uploaded to CM/ECF. Please take this into account when questioning witnesses or making other statements in court. **If private information is mentioned during a hearing or trial, any party may move the Court to seal, restrict, or otherwise prohibit placement of the audio file of the hearing or trial into the PACER system.** Additionally, please make sure that private communications with co-counsel or clients take place away from the microphones so they are not inadvertently recorded.