

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

**IN RE:** :  
: **STANDING ORDER**  
**ELECTRONIC ACCESS TO CIVIL** :  
**AND CRIMINAL TRANSCRIPTS** :

Recent policy changes regarding the types of court records that the Federal Records Center will accept require courts to stop sending paper transcripts for off-site storage. Permanent storage of paper transcripts at the courthouse is not a feasible alternative. Because certain categories of documents, including transcripts of court proceedings, have not been made fully accessible on CM/ECF pursuant to the court's local rules, many transcripts could eventually become unavailable to the public and to court staff. It is therefore ORDERED, effective immediately:

1. The restrictions set forth in Local Civil Rule 5.1.2, subsection 16, stating that civil and criminal transcripts may be excluded from placement on CM/ECF are suspended.
2. Clerk's Office staff will upload all transcripts to CM/ECF when they are received. Sealed transcripts will retain a sealed setting on CM/ECF. In accordance with Judicial Conference policy, non-sealed civil and criminal transcripts will be available on CM/ECF with limited access for ninety (90) days, after which time they will be made publicly available. During the ninety-day limited access period, a judge may, *sua sponte* or upon motion, enter an order finding that a transcript must be maintained on CM/ECF with a restricted setting.
3. This Standing Order will remain in effect until further Order of Court.

          /s/ Juan R. Sánchez            
Juan R. Sánchez  
Chief Judge

Date: October 22, 2020