

# Magistrate Judge Audio Proceedings Available On-Line

---

## Digital audio in CM/ECF

The U.S. District Court has implemented the ability to download and listen to select **Magistrate Judge Proceedings** from the official court docket via the Internet. Audio proceedings will be provided to attorneys of record via NEF which will provide the attorney one free download. Additional downloads will be available through PACER at a cost of \$2.40 per file, plus the cost of accessing the docket sheet or docket activity report.

---

## Limit personal information

If information subject to the court's privacy policy is stated on the record, it will be available in the audio files this court makes available. Counsel and the parties are solely responsible for guaranteeing that pleadings and testimony comply with the court's rules requiring redaction of personal data identifiers. Avoid introducing personal data identifiers and other sensitive information into the record, unless absolutely necessary to prove an element of the case.

Also, be advised that courtroom deputies cannot redact audio files before they are placed on 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, counsel may move the court to seal, restrict, or otherwise prohibit placement of the digital audio file of the hearing or trial on the Internet through the PACER system.

---

## Privacy policy

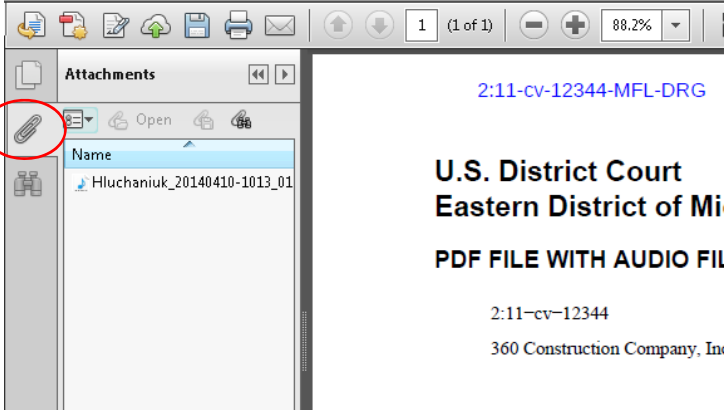

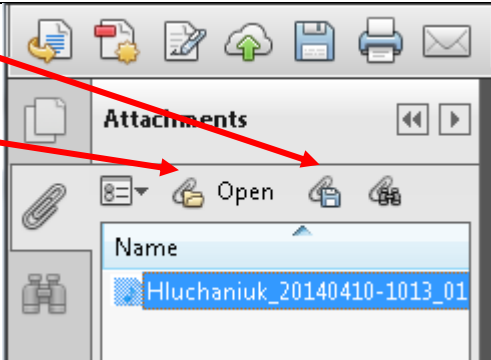
The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court. The policy requires limiting the disclosure of social security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year.

---

## Accessing audio from Notice of Electronic Filing (NEF)

Each filing user that receives an NEF for a case receives one free download of the audio file. Follow the steps below to access the audio file.

Step	Action
1	<p>From the email notification, click the Document Number link.</p> <div style="background-color: #f0f0f0; padding: 10px;"><p style="text-align: right;">U.S. District Court Eastern District of Michigan [TEST]</p><p><b>Notice of Electronic Filing</b></p><p>The following transaction was entered on 10/29/2014 at 3:55 PM EDT and filed on 10/29/2014 <b>Case Name:</b> 360 Construction Company, Inc. v. atsalis brothers painting co. et al <b>Case Number:</b> <a href="#">2:11-cv-12344-MFL-DRG</a> <b>Filer:</b> <b>Document Number:</b> <a href="#">108</a></p></div> <p>Note: The Audio files are in MP3 format and are embedded as an attachment to the PDF.</p>

Step	Action
2	<p>When the document screen opens, click the Attachments icon (Paper Clip).</p> <p>If you do not see the attachment icon (paper clip), go to step 2a.</p> 
2a	<p>Hover mouse over the bottom of the document until a black menu bar appears and then click the Acrobat Icon. You should now see the Attachment Icon. Click the icon and continue to Step 3.</p> 
3	<p>Click the audio file and then select save or open.</p> <p>TIP: To avoid fees to listen to the audio again, be sure to save the recording to your computer or network at this point. Otherwise, you will incur a fee as there is only one free access per NEF.</p> 

## Accessing audio files from PACER

As previously discussed, each filing user will receive one free download of the audio per NEF. If you failed to save the audio, or wish to access audio of a case in which you do not receive NEFs, you will need to run a docket sheet for that case.

Once the docket sheet is loaded, locate the audio you wish to download, click the document number and then follow the instructions from previous category, Accessing audio from NEF.

10/29/2014	<a href="#">107</a>	Audio File of Motion hearing held on 10/1/14 before Magistrate Judge Charles E. Binder. AUDIO FILE SIZE (7.8 MB) (VLun) (Entered: 10/29/2014)
10/29/2014	<a href="#">108</a>	Audio File of Motion hearing held on October 1st, 2014 before Magistrate Judge David R. Grand. AUDIO FILE SIZE (7.8 MB) (VLun) (Entered: 10/29/2014)

Note:  Indicates an audio file.