

Supervised Practice Portfolio Examination Redaction Quick Guide

Which Documents to Redact

Redact anything that graders will review. This includes:

- Written work product
- Foundation documents submitted with written work product
- Cover sheets submitted with writings, negotiations, or client/complainant interactions
- Rubrics completed by Supervising Attorneys

Be sure to check foundation documents for markings that would identify your employer or another organization. Review the rubrics completed by your Supervising Attorney and black out (or ask them to delete) your name, names of clients, etc.

What to Redact

Redact any information that would identify you, your employer, the client, other parties associated with the matter, or the matter itself. This includes:

- Names. Redact the names of all individuals and organizations.
- Places. Redact the names of streets, locations, towns, and counties. Keep the names of states and nations unless those reveal the identity of a client or matter.
- Addresses, phone numbers, license plate numbers, and other unique identifiers.
- Case or docket numbers.

But do not redact:

- Times and dates.
- Citations.
- References to “the State” or “the Government,” even when these entities are a party to the matter.
- References to other state or national government agencies that are party to a matter.

How to Redact

- Ask your Supervising Attorney to delete identifying information from a rubric. If that’s not possible, black out the identifying information.
- If identifying marks appear on a foundation document or in the header/footer of your work product, delete those or black them out.
- In your cover sheet and work product, do not simply black out identifying information. Instead, substitute generic descriptions.

Examples of Generic Descriptions

Generic descriptions allow graders to read your cover sheet and work product more easily, so use them rather than blacking out names and other information. Every work product is different, but here are some general guidelines:

- Refer to yourself as “Provisional Licensee”
- Refer to your Supervising Attorney as “Supervising Attorney”
- Refer to your client as “client”
- Use descriptions that are as specific as possible while still masking identity. E.g., “grocery store” rather than “store.”
- If two individuals share a description, be sure to provide separate identities. E.g., if two police officers are involved in an incident, refer to them as “Officer A” and “Officer B.”
- Provide as much specificity as possible when redacting place names. E.g., “gas station” rather than “location.”
- Redact phone numbers and addresses by replacing them with “[phone number]” or “[address].”

Remember: The purpose of redaction is to prevent graders from identifying you, your Supervising Attorney, your employer, your client, and other individuals or organizations involved in a client matter. At the same time, you want to provide as much information as possible to guide the grader’s understanding. When you have finished redacting a document, read it from the perspective of a grader. Will the grader be able to identify you or others? Will they be able to follow the flow of the document?

For more information, watch training video 7 on redaction and review the sample redacted document on the website.