

Accessing Restricted Documents in CM/ECF

1.0 Introduction

Depending on document security levels established, users will be able to click on the **document number link** from a Notice of Electronic Filing (NEF) and view/print/save the restricted document. **It is important to note this access may not apply to all restricted documents.** Some documents will remain non-accessible.

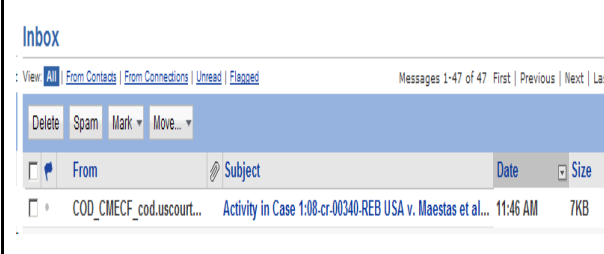
If a restricted document can be accessed, CM/ECF must determine that you can access the document. Validation is based upon counsel entering their **ECF Login and password** after clicking on the document number hyperlink (See below.) **Once the document is accessed, you should print as many copies as you need, or save the PDF for future access. Any subsequent access from the NEF will require you to pay PACER fees for the document.**


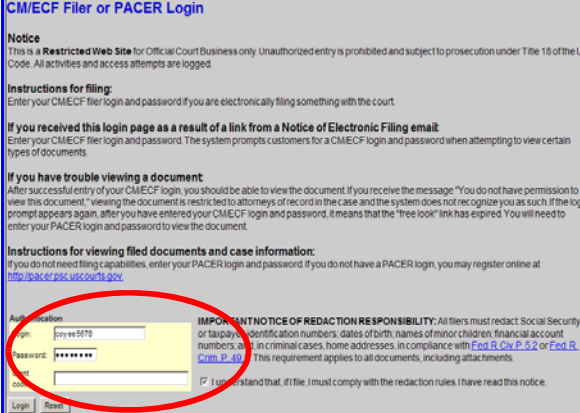
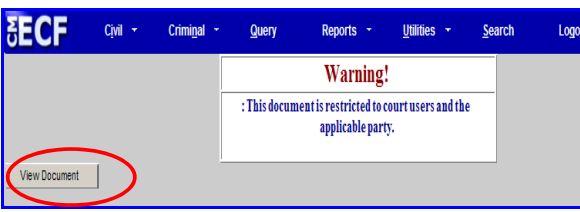
2.0 Documents accessible

The following is a list of restricted documents that can be accessed from a NEF.

Restricted Document	Date Accessible
Presentence Report - Attorney Disclosure	May 24, 2010
Presentence Report - Final	May 24, 2010
Objection/Response to Presentence Report	May 24, 2010
Presentence Report Addendum	May 24, 2010
Violation Hearing Report	May 24, 2010
Violation Hearing Report - Addendum	May 24, 2010

3.0 Access instructions

STEP	RESULT
1. The NEF is sent to the e-mail address(es) on file for counsel of record.	 <p>The screenshot shows an email inbox interface. At the top, it says 'Inbox' and 'Messages 1-47 of 47'. Below that are navigation links: 'View All', 'From Contacts', 'From Connections', 'Unread', and 'Flagged'. There are also buttons for 'Delete', 'Spam', 'Mark', and 'Move...'. A table below lists the email with columns for 'From', 'Subject', 'Date', and 'Size'. The email shown is from 'COD_CMECF_cod.uscour...' with the subject 'Activity in Case 1:08-cr-00340-REB USA v. Maestas et al...' and a size of 7KB.</p>

STEP	RESULT
<p>2. From the e-mail, the document number hyperlink will begin the document access process.</p>	
<p>3. The CM/ECF or PACER Login screen will be displayed.</p> <p>You must enter your ECF (filing account login) so ECF can determine if you have access to the restricted document.</p> <div data-bbox="248 856 792 961" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: If you enter a PACER login, You <u>WILL NOT</u> be able to access your free look.</p> </div>	
<p>4. Access warning.</p> <p>A. After ECF validates your access, a warning screen is displayed to inform you the document can only be accessed by court users and the applicable party.</p> <p>B. [Click] on the [view Document] button</p>	
<p>5. Document display.</p> <p>The restricted document is displayed.</p> <div data-bbox="240 1522 771 1764" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: You can now save the PDF for future access and print one or more copies.</p> <p>If you try to access the document again through the NEF or via PACER, you will incur PACER charges.</p> </div>	