

UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

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# Case Management/ Electronic Case Files



## CM/ECF INSTRUCTION DOCUMENT

### **Restricted Document Access**

ISSUED: MAY 2010  
REVISED:

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## Accessing Restricted E-Documents from 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.

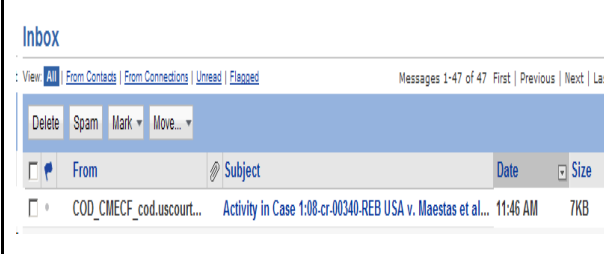
If a restricted document can be accessed, CM/ECF must determine that you can access the document. Validation is based upon counsel entering their **ECF Login and password** after clicking on the document number hyperlink (See below.) **Once the document is accessed, you should print as many copies as 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.**

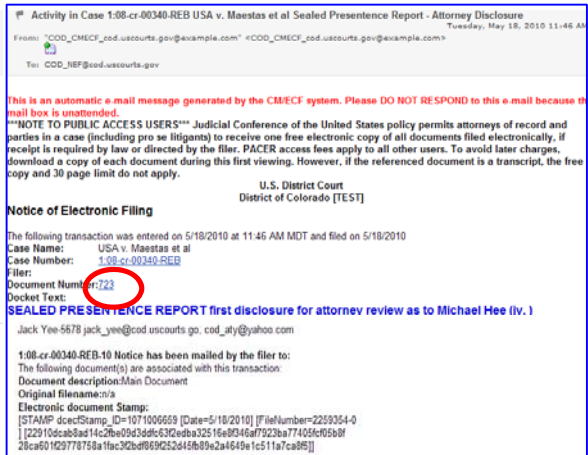
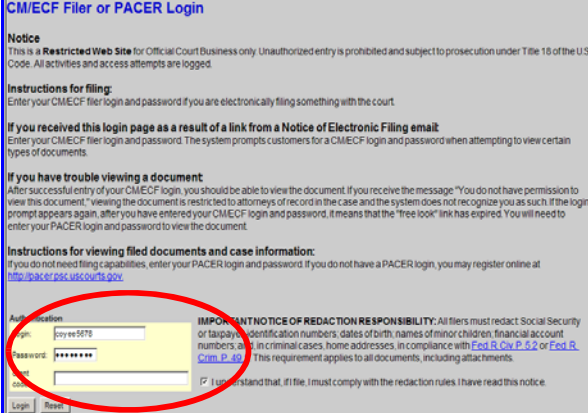

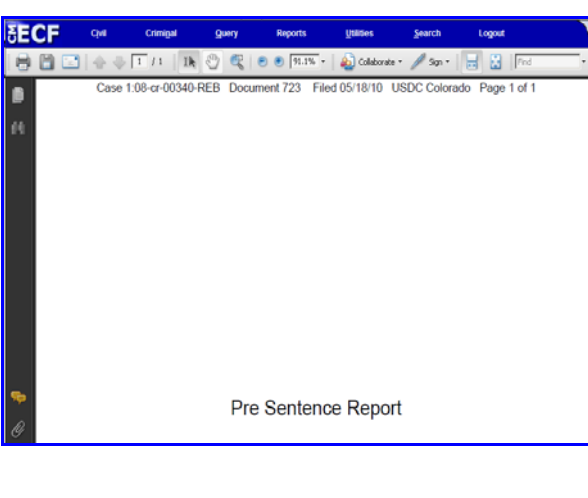
### 2.0 Documents accessible

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 email items with columns for 'From', 'Subject', 'Date', and 'Size'. The first item 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>Activity in Case 1:08-cr-00340-REB USA v. Maestas et al Sealed Presentence Report - Attorney Disclosure</p> <p>From: "COD_CMECF_cod.uscourts.gov@axample.com" &lt;COD_CMECF_cod.uscourts.gov@axample.com&gt; To: COD_NEF@cod.uscourts.gov</p> <p>This is an automatic e-mail message generated by the CMECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.</p> <p>***NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.</p> <p>U.S. District Court District of Colorado [TEST]</p> <p><b>Notice of Electronic Filing</b></p> <p>The following transaction was entered on 5/18/2010 at 11:46 AM MDT and filed on 5/18/2010</p> <p>Case Name: USA v. Maestas et al Case Number: 1:08-cr-00340-REB Filer: Document Number: 723 Docket Text: <b>SEALED PRESENTENCE REPORT first disclosure for attorney review as to Michael Hee (v. )</b></p> <p>Jack Yee-5678 jack_yee@cod.uscourts.gov, cod_jfy@yahoo.com</p> <p>1:08-cr-00340-REB-10 Notice has been mailed by the filer to: The following document(s) are associated with this transaction: Document description: Main Document Original filename: 373 Electronic document Stamp: [STAMP docStamp_ID=1071006655 [Date=5/18/2010] [fileNumber=2259354-0 ] [22910cab8ad14c2be09d3d4c632edba32516e8946a7923ba774056f0588f 28ca601d2977758a1fac32bd869252645b89e2a4640e1c511a7ca86]]</p>
<p>3. The CM/ECF or PACER Login screen will be displayed.</p> <p>You must enter your <b>ECF (filing account login)</b> so ECF can determine if you have access to the restricted document.</p> <div data-bbox="250 856 792 961" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>NOTE: If you enter a PACER login, You WILL NOT be able to access your free look.</b></p> </div>	 <p><b>CM/ECF Filer or PACER Login</b></p> <p><b>Notice</b> This is a <b>Restricted Web Site</b> for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p> <p><b>Instructions for filing:</b> Enter your CMECF filer login and password if you are electronically filing something with the court.</p> <p><b>If you received this login page as a result of a link from a Notice of Electronic Filing email:</b> Enter your CMECF filer login and password. The system prompts customers for a CMECF login and password when attempting to view certain types of documents.</p> <p><b>If you have trouble viewing a document:</b> After successful entry of your CMECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again after you have entered your CMECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.</p> <p><b>Instructions for viewing filed documents and case information:</b> If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <a href="http://pacer.court.gov">http://pacer.court.gov</a>.</p> <p><b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> All filers must redact Social Security or taxpayer identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 6(e) or Fed. R. Crim. P. 6(e). This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p> <p>Authentication: Login: jyyee5678 Password: ***** View Document</p>
<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 <b>court users</b> and the <b>applicable party</b>.</p> <p>B. <b>[Click]</b> on the <b>[view Document]</b> button</p>	 <p><b>ECF</b> Civil Criminal Query Reports Utilities Search Logout</p> <p><b>Warning!</b></p> <p>This document is restricted to court users and the applicable party.</p> <p>View Document</p>
<p>5. Document display.</p> <p>The <b>restricted</b> document is displayed.</p> <div data-bbox="240 1522 771 1764" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>NOTE: You can now save the PDF for future access and print one or more copies.</b></p> <p><b>If you try to access the document again through the NEF or via PACER, you will incur PACER charges.</b></p> </div>	 <p><b>ECF</b> Civil Criminal Query Reports Utilities Search Logout</p> <p>Case 1:08-cr-00340-REB Document 723 Filed 05/18/10 USDC Colorado Page 1 of 1</p> <p>Pre Sentence Report</p>

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#### 4.0 Revision Log

Date	Comments	By
May 2010	New document	JY