

## **NOTICE TO FEDERAL COURT PRACTITIONERS**

New Fed. R. Civ. P. 5.2 became effective December 1, 2007. As a result, documents filed in Social Security and Immigration cases are accessible by remote electronic access (through the Internet) only by the counsel of record in that case. The docket sheet will continue to be available to everyone by remote electronic access. The public may still view the file contents at the Court's Intake Counter. Beginning immediately, when counsel of record access documents over the Internet, where those documents are restricted, there are additional steps required to allow the system to recognize your login as the login of the counsel of record. Following is a short explanation of which logins and passwords to use in the various situations, including the additional steps necessary for Social Security and Immigration cases.

This new rule also provides for remote electronic access to an opinion, judgment, or other disposition of the court in Social Security and Immigration cases. A written opinion is defined by the Judicial Conference as "any document issued by a judge or judges of the court sitting in that capacity, that sets forth a reasoned explanation for a court's decision." In compliance with this rule, and until further notice, these documents will be posted and available for viewing on the Court's Internet website at: [http://ord.uscourts.gov/rulings/SocSec\\_Immigration.html](http://ord.uscourts.gov/rulings/SocSec_Immigration.html).

### **Login & Password Review**

#### **When entering CM/ECF to electronically file or maintain a CM/ECF User Account:**

- Use a CM/ECF court-generated login & password.
- Do not use the Client Code field when performing this action as it may fail the login.

#### **When entering CM/ECF to run reports or queries, or to view documents and docket sheets (including criminal case documents filed on or after November 1, 2004):**

- Use a PACER login & password.

#### **To set a Default PACER login:**

● CM/ECF users encounter a separate PACER login screen each time a query or report is generated. CM/ECF users may elect to store their PACER login with their CM/ECF login and bypass the additional login prompt in future sessions.

1. Login using the CM/ECF login and password.
2. Run a report or query which will cause the PACER login screen to appear.
3. Insert the PACER login and password.
4. Do not insert a Client Code.
5. Check the box labeled "Make this my default Pacer login."

The PACER account/password will be stored with the CM/ECF account information. All charges thereafter will be billed to that PACER account, and the user will not have to enter their PACER login and password again. For detailed billing, the Client Code field information may be inserted via the Utilities menu prior to running a query or report. A different PACER account may be used by selecting "Change Your PACER Login" from the Utilities menu. This new account may be used temporarily, or can replace the existing default.

## **Viewing Documents in CM/ECF From an E-Mail Notice of Electronic Filing (NEF) Message**

### **General Document Viewing:**

- Click on the active hyperlink for the document number, or copy and paste the URL for the case number into a new browser address window.
- When the PACER login screen appears, enter a PACER login and password.
- Select the Login button.
- Click on the View Document Button.

### **Documents Filed in Social Security or Immigration Cases:**

The system must first recognize the requestor as an authorized viewer (counsel of record in the case) before the document will be displayed.

- Before clicking on the hyperlinks within the e-mail notification message, open a new browser window.
- Log into CM/ECF using a CM/ECF login and password.
- Return to the e-mail notification window and click on the hyperlinks.
- Enter a PACER login and password in the PACER login screen.
- Click on the View Document button.

### **Documents in Criminal Cases Filed Prior to November 1, 2004:**

The system must first recognize the requestor as an authorized viewer (counsel of record in the case) before the document will be displayed.

- Before clicking on the hyperlinks within the e-mail notification message, open a new browser window.
- Log into CM/ECF using a CM/ECF login and password.
- Return to the e-mail notification window and click on the hyperlinks.
- Enter a PACER login and password in the PACER login screen.
- Click on the View Document button.

### **Documents in Criminal Cases Filed On or After November 1, 2004:**

- Use a PACER login & password.

## **Viewing Documents within CM/ECF**

### **General Document Viewing:**

- Log into the system using a PACER login and password.
- Enter a Client Code. (Note: This step is optional.)

- Select the Login button.
- Select Reports or Query from the options on displayed on the main blue tool bar.
- Enter the case number (yy-nnnn) and any other selection criteria.
- Run the Report.
- Locate the document and click on the active hyperlink for that document.
- Click on the View Document Button.
- Paperless court entries will not have active hyperlinks and the entire entry is the docket text.

#### **Documents Filed in Social Security or Immigration Cases:**

The system must first recognize the requestor as an authorized viewer (counsel of record in the case) before the document will be displayed.

- Log into the system using a CM/ECF login and password.
- Click on Reports or Queries.
- Users who have not established a PACER default login, will see the PACER login screen. Enter the PACER login and password and then return to Reports or Queries.

#### **Documents in Criminal Cases Filed Prior to November 1, 2004:**

The system must first recognize the requestor as an authorized viewer (counsel of record in the case) before the document will be displayed.

- Log into the system using a CM/ECF login and password.
- Click on Reports or Queries.
- Users who have not established the PACER default login, will see the PACER login screen. Enter the PACER login and password and then return to Reports or Queries.

#### **Documents in Criminal Cases Filed On or After November 1, 2004:**

- Use a PACER login & password.
- Public access to the following documents are prohibited by Federal Rule:
  1. Unexecuted summonses or warrants of any kind (e.g., search warrants, arrest warrants);
  2. Pretrial bail or presentence investigation reports;
  3. Statements of reasons in the judgment of conviction;
  4. Juvenile records;
  5. Documents containing identifying information about jurors or potential jurors;
  6. Financial affidavits filed in seeking representation pursuant to the Criminal Justice Act;
  7. Ex parte requests for authorization of investigative, expert or other services pursuant to the Criminal Justice Act; and
  8. Sealed documents.