

CASE ATTORNEYS OF RECORD AND PUBLIC TERMINALS

How to Set the Default Pacer Login

Log into CM/ECF with the user ID and password given to you by the court. Do not use your PACER login information. Select **Utilities/Change Your PACER login**. Select the checkbox "Make this my default PACER login." After checking this box and entering your PACER login information, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing document via PACER. You will not need to remember to use your PACER account information for restricted documents as it will be automatically entered for you.

DESCRIPTION:

Some or all documents filed in a case may be restricted to court users, all case attorneys of record, and public terminals. Court users and all case attorneys of record receive NEFs and can view the document(s). Only the primary e-mail address for the attorney of record will be able to view the document(s) via the NEF. To view the document(s) without using the link in the NEF, attorneys should log into CM/ECF with their CM/ECF user ID and password, click on **Reports**, then **Docket Sheet**, and log-in using the PACER user ID and password, if presented. The document(s) can be viewed from public terminals. Attorneys not of record with valid logins who list the case in their profile will receive NEFs, however they will not be able to view the document(s). PACER users will not be able to view the document(s).

CRIMINAL EVENTS INCLUDE: NONE APPLICABLE

CIVIL EVENTS INCLUDE:

- Social Security Transcript

COURT USERS AND CASE PARTICIPANTS ONLY

DESCRIPTION:

Some or all documents filed in a case may be restricted to court users and all case attorneys of record. Court users and all case attorneys of record will receive NEFs and be able to view the documents. To view the document(s) without using the link in the NEF, attorneys should log into CM/ECF with their CM/ECF user ID and password, click on **Reports**, then **Docket Sheet**, and log-in using the PACER user ID and password, if presented. Attorneys not of record with valid logins who list the case in their profile will receive NEFs, however they will not be able to view the document(s). PACER and public terminal users will not be able to view the document(s).

CRIMINAL EVENTS INCLUDE:

- Motion for Relief i/a/w 5k
- Motion for Relief i/a/w Rule 35
- Motion for Writ
- Order on Motion for Relief i/a/w 5k
- Order on Motion for Relief i/a/w Rule 35
- Order on Motion for Writ
- Plea Agreement Hearing
- Redaction Request – Transcript
- Sentencing Memorandum
- Summons Issued
- Summons Returned Unexecuted
- Witness List

CIVIL EVENTS INCLUDE:

- Motion for Writ
- Redaction Request – Transcript
- RESTRICTED Summons Issued
- RESTRICTED Summons Reissued
- RESTRICTED Summons Returned Executed
- RESTRICTED Summons Returned Unexecuted
- RESTRICTED USM285 Process Receipt and Return
- Witness List

EX PARTE

DESCRIPTION:

Some or all documents in a case may be restricted to courts users and attorneys for the filing party. When placed on a docket entry, NEFs are sent to courts users and attorneys for the filing party, who also have access to any associated documents. When placed on a document, NEFs are sent to court users, all case attorneys of record, and attorneys with logins who list the case in their profile. However, only court users and attorneys for the filing party can access the specific document(s).

CRIMINAL EVENTS INCLUDE:

- 1-Exparte Docket Entry and Document – Also Select Motion and Response
- 2-Exparte Document ONLY – Also Select Motion or Response

CIVIL EVENTS INCLUDE:

- 1-Exparte Docket Entry and Document – Also Select Motion and Response
- 2-Exparte Document ONLY – Also Select Motion or Response

ATTORNEYS FOR THE APPLICABLE PARTY

DESCRIPTION:

This restriction level is a court user only feature that requires a court user (district or probation) to explicitly select who will receive notice of the docket entry or have access to a document. When placed on a docket entry, NEFs are sent to court users and attorneys who have been granted explicit access to the entry and who will also have access to any associated documents. When placed on a document, NEFs are sent to court users, all case attorneys of record, and attorneys with logins who list the case in their profile. However, only court users and attorneys who have been granted explicit access to the document can access the specific document(s). To view the document(s) without using the link in the NEF, attorneys should log into CM/ECF with their CM/ECF user ID and password, click on **Reports**, then **Docket Sheet**, and log-in using the PACER user ID and password, if presented.

CRIMINAL EVENTS INCLUDE:

- Amended Judgment (Rule 35(b))
- Applicable Party Docket Entry AND Document – cannot be used alone
- Applicable Party Document – to be used ONLY in conjunction with other selection
- CJA 20 – Authorization to Pay
- CJA 21 – Authorization to Pay
- CJA 23 – Financial Affidavit
- CJA 24 – Authorization to Pay
- CJA 30 – Authorization to Pay
- CJA 31 – Authorization to Pay
- Exparte Matter
- Ex Parte Motion
- Notice of Need to Amend Judgment (i/c/w Rule 35(b))
- Objection or No Objection to Presentence Investigation Report
- Order on Ex Parte Motion
- Order on Motion for Revocation of Probation/Supervised Release
- Presentence Investigation Report (Draft or Final)
- PROB 12B Request to Modify Conditions
- PROB 12D Request for Summons and Modification
- Psychiatric Report
- Response/Reply re Draft Presentence Investigation Report
- Response to Objection to Presentence Investigation Report
- Revocation Report
- Statement of Reasons

CIVIL EVENTS INCLUDE:

- Applicable Party Docket Entry AND Document – cannot be used alone
- Applicable Party Document – to be used ONLY in conjunction with other selection
- CJA 20 – Authorization to Pay
- CJA 21 – Authorization to Pay
- CJA 24 – Authorization to Pay

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- CJA 30 – Authorization to Pay
- CJA 31 – Authorization to Pay
- Exparte Matter

COURT USERS ONLY

DESCRIPTION:

Specific events and documents may be restricted to court users only. NEFs are sent to court users only.

CRIMINAL EVENTS INCLUDE:

- Certificate of Service
- Jury List
- Jury Notes/Questions
- Letter (Private)
- Motion for Revocation of Pretrial Release
- Pretrial Services Report
- PROB 12A
- PROB 12C Petition for Warrant or Summons
- Remark (Court Only)
- Review by Chambers Requested

CIVIL EVENTS INCLUDE:

- Certificate of Service
- Jury Notes/Questions
- Letter (Private)
- Remark (Court Only)
- Review by Chambers Requested
- Writ of Execution Issued

SEALED

DESCRIPTION:

Cases, docket entries, and documents may be restricted to court users with sealed access (district, probation and USCA) NEFs are not sent when a docket entry or case is sealed. However, NEFs are sent when a document is sealed.

ADMINISTRATIVE PROCEDURE REGARDING FILING OF SEALED ENTRIES: Participants must electronically file a Motion to Seal in order to request any document be filed with the Court under seal. A PDF copy of the document(s) to be filed under seal must be emailed to the court after entry of the Motion to Seal. Please refer to page 15 of CM/ECF Administrative Procedures for further instruction.

CRIMINAL EVENTS INCLUDE:

- Application for Interception of Wire, Oral or Electronic Communication
- Application for Order Requiring Disclosure of Customer Communications or Records
- Application for Pen Register/Trap and Trace Device
- Application for Search or Seizure Warrant
- Application for Tracking Warrant
- Document Filed Under Seal
- Grand Jury Proceedings
- Indictment SignPage-Cover-GJConcur
- Motion for Revocation of Post Trial Release
- Motion for Warrant
- Order for Issuance of Warrant
- Order on Motion for Warrant
- Order on Motion for Revocation of Post Trial Release
- Order on Motion for Revocation of Supervised Release
- Order Requiring Disclosure of Customer Communications or Records
- Sealed Document
- Sealed Motion – NEF IS SENT
- Search Warrant Issued
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Seizure Warrant Issued
- Seizure Warrant Returned Executed
- Seizure Warrant Returned Unexecuted
- Tracking Warrant Issued
- Tracking Warrant Returned
- Transcript – Sealed Matter
- Warrant Issued
- Warrant Issued – Material Witness
- Warrant Returned Unexecuted
- Writ of Material Witness Issued
- Writ of Material Witness Executed

CIVIL EVENTS INCLUDE:

- 1 Document Filed Under Seal – MUST select additional non-utility event
- Motion for Warrant
- Sealed Motion
- Transcript – Sealed Matter