

Northern District of Florida
CM/ECF Attorney User Guide
Chapter 13

Receiving Electronic Service of an Electronically Filed Document Via Email

Attorneys of record who receive electronic notification of a filing pertaining to their client are permitted one free look at the document through the Notice of Electronic Filing (NEF). In addition, each email addressee listed in an attorney's "copied recipient" list will receive one free look.

Electronically filed documents may be viewed by clicking on the associated hyperlinked document number on the NEF which will be emailed to you as the attorney of record in each case as filings are posted. Recipients are permitted one free look at the document; subsequent viewing of the PDF document will cause PACER charges to be incurred. Therefore, you may wish to save a copy of the document to your hard-drive for future access.

Copies of the NEF itself can either be obtained at will and with the incursion of PACER fees from the CM/ECF docket sheet or may be saved by an NEF recipient through their personal email system. If you wish to view the NEF from the docket report, be sure to check the box labeled "Include links to Notice of Electronic Filing".