

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).

NOTE: **Only attorneys of record are able to remotely view documents filed prior to November 1, 2004 in a criminal case. Sealed documents cannot be viewed by parties, attorneys, or the public without a court order. Ex Parte documents can be viewed by the filer and court participants.**

Copied participants added to an attorney's user record do not receive a free look. This is a relatively recent PACER change.

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 or once per day via a summary email. 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 email 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".

The process for obtaining your "one free look" is as follows:

- Open your email software.
- Open the NEF email.
- Click on the hyperlinked document number (Note: Not all NEFs will include hyperlinked document numbers. If the document number is not a hyperlink, i.e., an underlined number in blue, then the text of the NEF serves as the document itself. This is known as a text-only entry. In fact, many judges within this district frequently utilize text-only orders.)
- When you first access a criminal PDF document you will be asked to login on the "ECF/PACER Login" screen. Enter your **court-issued ECF password and login.**

- The next login screen is titled, "**PACER login**". Enter your PACER login and password.

NOTE: Only attorneys of record can view criminal case documents filed prior to 11/1/2004 (unless the documents or the case is sealed). To do so, it is imperative that you use your FLND CM/ECF password and login in the first login screen before entering your PACER password and login on the second login screen. Otherwise, PACER will assume that you are a public user who is not authorized to view these types of PDF documents. The same process applies to *all* Social Security case documents.

- The PDF document should now appear on your screen. (Note: You must have the free Adobe Reader or other PDF software installed to see PDF documents.)

Save the PDF document by clicking on the Adobe (or other PDF software) save icon.

Documents may be printed by clicking on the icon at the right of the save icon.

Note: Retrieval of the case docket sheet and pleadings (subsequent to the "free look") from ECF must be made through your PACER account and is subject to regular PACER fees.