

Northern District of Florida

CM/ECF Attorney User Guide

Chapter 2

General System Capabilities and Functions: Full System Users

The electronic case filing (CM/ECF) system allows registered participants with an Internet browser, a PACER account, and an individual PACER account for filing to perform the following functions:

- Access the ECF system.
- Electronically open cases (must pay by credit card) and file pleadings or documents in cases.
- View several different case reports.
- View official public docket sheets and public documents associated with cases.

Note: Only the individual PACER login and password for an attorney of record in a case will allow a user to view PDF documents filed on any date in a social security case or documents filed in a criminal case prior to 11/1/2004. Users with PACER logins may only view the docket sheet in social security cases and the docket sheet for all entries made prior to 11/1/04 in criminal cases. Otherwise, general public and attorney users will have access to all case files except those that are sealed or those documents filed *ex parte*.

General System Capabilities and Functions: PACER System Users

Users with Internet access and a PACER login and password may perform the following functions:

- Access the ECF System

- View official docket sheets associated with all cases (see note above).
- View PDF files for documents associated with all cases except criminal (regarding filings prior to 11/1/04), magistrate (regarding filings prior to 11/1/04), social security cases (all filings), sealed documents and cases, and documents filed *ex parte*.

Registering for a PACER Account

ECF users must have a [PACER](#) account. If you do not have a PACER login, contact the PACER Service Center. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Attorneys on the CJA panel should call PACER to inquire about special accounts for CJA work. PACER registration may also be completed online at <http://pacer.psc.uscourts.gov>.

Filing in the Northern District of Florida

Filing in the Northern District of Florida no longer requires a separate CM/ECF login and password. Users will use their individual PACER accounts to [register for admission](#) or to [link](#) their old CM/ECF account to their PACER login.