

## INSTRUCTIONS FOR VIEWING DOCUMENTS FILED IN YOUR CASE

### **IMPORTANT NOTICE**

If you have not received two logins and passwords (one for PACER and one for CM/ECF) you must do the following before you are able to receive e-mail notices when a document is filed in your case:

1. **Sign up for a Public Access to Court Electronic Records (PACER) account.** Contact the PACER Service Center at 1.800.676.6856 or register online at <http://pacer.psc.uscourts.gov>
2. **Sign up for a login and password to the Court's Case Management/Electronic Case Filing (CM/ECF) system.** Form G-80 can be obtained on-line in three locations:
  - **The Court's website:** [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov)
  - **The Court's Pro Se Clinic website:** [www.cacd.uscourts.gov/prose](http://www.cacd.uscourts.gov/prose)
  - **The Court's CM/ECF webpage:** <http://support.cacd.uscourts.gov>

Please visit other useful links:

For a website assisting people without lawyers: [www.cacd.uscourts.gov/prose](http://www.cacd.uscourts.gov/prose)

For an on-line program showing you how to access documents filed in your case: <http://support.cacd.uscourts.gov>

Frequently Asked Questions (FAQs): <http://support.cacd.uscourts.gov/faq.aspx>

For general questions as to how to look at documents filed in your case on your computer:

<http://support.cacd.uscourts.gov/helpdesk.aspx>

### **Obtaining a Free Copy of Document:**

You are allowed one free viewing or downloading of each document filed in your case.

### **IMPORTANT NOTICE**

You must download or print the document the first time you click on the link to the document and this must be done within 14 days of when the court sent the e-mail to your e-mail account. If you do not access the document within 14 days, PACER will charge you its standard fee.

### **Viewing, Printing and Downloading Documents:**


These instructions will help you with viewing documents filed in your case. Once you have received both your PACER and CM/ECF login and password, you will begin receiving an e-mail each time a document is filed in your case.

### **IMPORTANT NOTICE**

Before you view or download documents please make sure you are logged in to the court's CM/ECF system by using that login and password. If you do not log in to CM/ECF first you may be charged for viewing the document.

The e-mail notice, also known as the Notice of Electronic Filing (NEF), will notify you that the document has been filed and will contain a link to the document. (See Figure 1.)

**Figure 1** - To view the document, click on the document number within the e-mail. Notice the document number next to the **red** arrow.



This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

UNITED STATES DISTRICT COURT, CENTRAL DISTRICT OF CALIFORNIA

**Notice of Electronic Filing**

The following transaction was entered on 10/19/2010 at 10:41 AM PDT and filed on 10/19/2010

Case Name: Test

Case Number: [2:50-cv-00123-DUTY](#)

Filer:

Document Number: [175](#)


Docket Text:

[ORDER by Duty Magistrate Judge,\(ew\)](#)

When you click on the document number you will be sent to the PACER login and password screen. (See Figure 2.) Using your PACER login and password, login in to the PACER system. This will automatically take you to the document.

Notice the PACER login and password screen next to the **red** arrow below:

**Figure 2** - Pacer Login Screen



**CENTRAL DISTRICT OF CALIFORNIA CM/ECF Filer or PACER Login**

NOTE: ECF Users must first login to CM/ECF in order to view case specific attorney's eyes only documents, in particular transcripts purchased prior to the public release date.

Service Outages: Saturday December 4 7:00 am - 10:00 am, Friday October 29 6:00 pm - Saturday October 30 4:30 am, Friday October 8 6:00 pm - Saturday October 9 9:15 am, Saturday September 11 8:00am - 9:30am, Saturday July 10 8:00am - 1:15pm

For a complete list go to [CM/ECF Outages](#)

**Notice:**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Notice**  
An access fee of \$.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.