

## HOW TO ACCESS A RESTRICTED DOCUMENT FROM AN NEF

When the following types of documents are filed in CM/ECF, access to them is restricted:

- Presentence Reports
- Bail Reports
- Recommended Special Conditions
- Social Security Appeal and Immigration Case Documents
- Restricted Transcripts
- Restricted Trial/Hearing Exhibits

Only authorized case participants can look at these documents.

To access a restricted document from a Notice of Electronic Filing (NEF) email, you must do the following:

1. **Prior to clicking on the active document number hyperlink contained in the NEF email, the email recipient must be logged into CM/ECF using the username and password for the authorized case participant's PACER Service Center (PACER) account.** Otherwise, the person trying to access the restricted document will receive a message saying, "You do not have permission to view this document."
2. Only the first person who accesses a *restricted* document on behalf of a particular authorized case participant will be able to access the document for free. Anyone else who subsequently tries to access the document on behalf of the same authorized case participant will be routed to the PACER website where they must log in using the username and password for the authorized case participant's PACER account to access the document. PACER access fees will apply.

In multi-defendant criminal cases, attorneys are not authorized to look at restricted documents filed on behalf of co-defendants—even though they receive NEF emails when such documents are entered in CM/ECF.

Only local counsel can access restricted documents entered in CM/ECF. Attorneys admitted pro hac vice cannot access restricted documents entered in CM/ECF and must obtain copies of restricted documents from local counsel.

For more information about restricted documents, see both the [RESTRICTED DOCUMENTS](#) and [RESTRICTED DOCKET ENTRIES](#) sections of the CM/ECF User Manual.