

Accessing and Viewing Final Presentence Reports filed in CM/ECF

Introduction

When a final Presentence Report (PSR) is filed for a particular defendant in CM/ECF, all counsel of record will receive the Notice of Electronic Filing (NEF) but the attorney(s) of record for that defendant will be able to access the PSR through the link in the NEF if:

1. The attorney is an active electronic filer in the EDNC
2. The attorney has electronically filed a Notice of Appearance for the defendant
3. The attorney was granted access to the PSR when the US Probation Office filed the PSR in CM/ECF

The easiest way for an attorney to view the PSR is through the document link in the NEF. The first view of the PSR through the NEF is free. The free look expires after fourteen (14) days. The attorney will be assessed PACER fees for subsequent views of the PSR or after the free-look expires. If the attorney accidentally deletes the NEF, or the document link in the NEF no longer works, the attorney can still view the PSR by logging into CM/ECF and **then** PACER to view the docket sheet.


Steps Before Viewing the PSR

Before accessing the PSR through the NEF or from CM/ECF, take the following steps:

Step	Action
1.	Clear your cache by opening your browser, clicking on “Tools” > “Delete Browsing History” > Delete All.
2.	Be logged into CM/ECF using your CM/ECF login and password, not your PACER login and password. Note: If you log in using your PACER login and password, you will get a message telling you that you do not have permission to view the document when you try to open it.

Steps For Viewing the PSR-Through NEF To View the PSR through the NEF with your one free look during the fourteen (14) day time period, take the following steps:

Step	Action
1.	<p>In your email, click on the Notice of Electronic Filing.</p> <p>Note: Only the primary email address for the attorney of record will be able to view the PSR through the NEF</p>
2.	<p>Click once on the Document Number (9) NOT the Docket Number (i.e. 2:10-mj-010099)</p> <hr/> <p>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.</p> <p>***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.</p> <p style="text-align: center;">U.S. District Court</p> <p style="text-align: center;">EASTERN DISTRICT OF NORTH CAROLINA</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 9/8/2011 at 2:58 PM EDT and filed on 9/8/2011</p> <p>Case Name: USA v. Burley et al</p> <p>Case Number: 2:10-mj-01009-BO</p> <p>Filer: USA</p> <p>Document Number: <u>9</u></p> <p>Docket Text:</p> <p>PRESENTENCE INVESTIGATION REPORT (Sealed) (TEST EXAMPLE DATA ONLY, 9/7/11) as to Martin Luther Burley. (Cannon, S)</p> <p>2:10-mj-01009-BO-1 Notice has been electronically mailed to:</p> <p>Willie Cannon scott_cannon@nced.uscourts.gov</p> <p>2:10-mj-01009-BO-1 Notice has been delivered by other means to:</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description: Main Document</p> <p>Original filename: n/a</p> <p>Electronic document Stamp:</p> <p>201109081458: 1114500107 (D) : 09/08/2011 14:58:07 (E) : 09/08/2011</p>

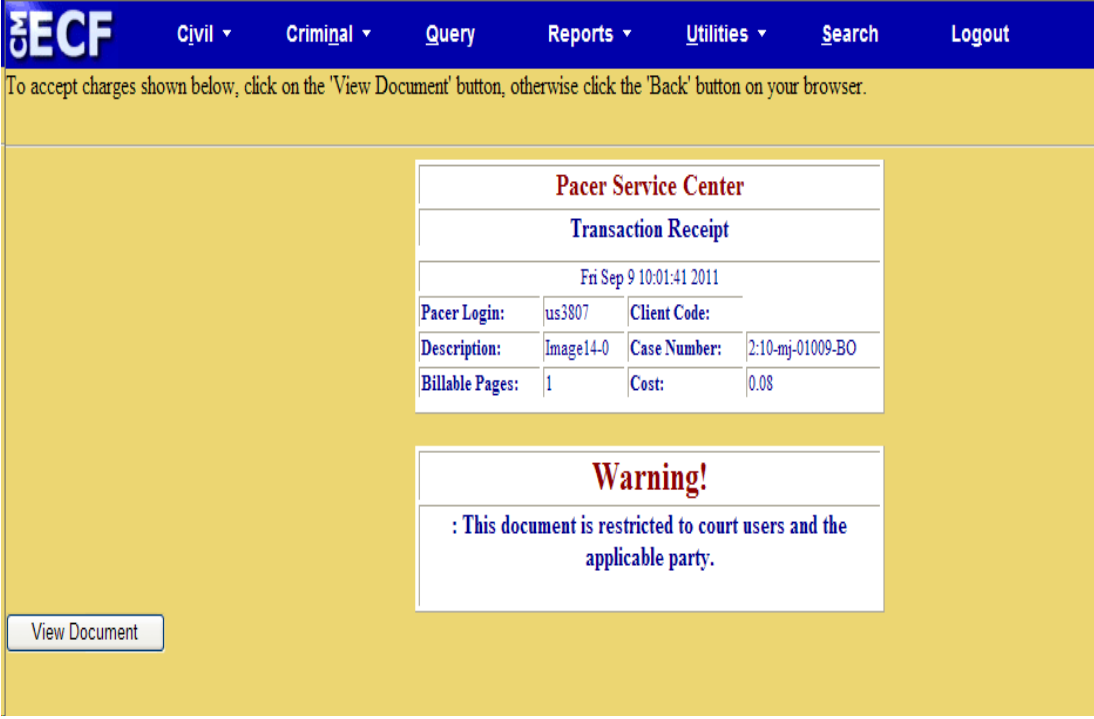
Step	Action
3.	<p>You will get the WARNING! sign. Click on “View Document.”</p>  <p>The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and a Logout button. Below the navigation bar, a large yellow warning box is centered on the screen. The warning box contains the text: Warning! : This document is restricted to court users and the applicable party. To the left of the warning box, there is a button labeled 'View Document'.</p>
4..	<p>The PSR will open.</p> <p>**This is your free look.</p> <p>**Save it to your desktop or print it.</p> <p>**You will be charged for any further views of the document through PACER</p>

Steps For Viewing the PSR-No Free Look Through NEF To View the PSR through the NEF **after** the free look has expired or has been used, take the following steps:

Step	Action
1.	In your email, click on the Notice of Electronic Filing. Note: Only the primary email address for the attorney of record will be able to view the PSR through the NEF

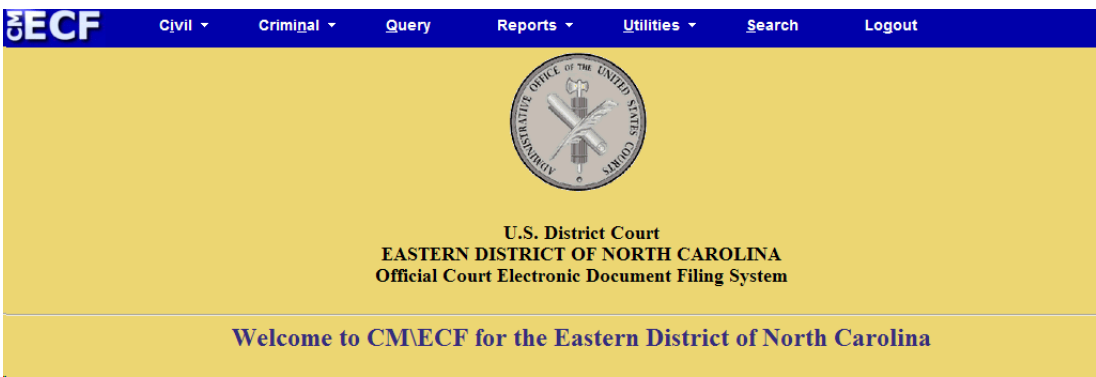
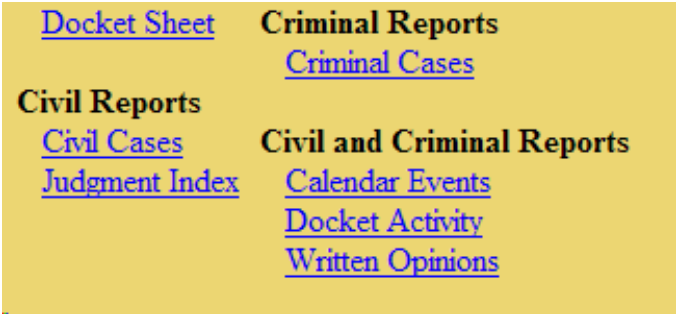
Step	Action
2.	<p>Click once on the Document Number (9) NOT the Docket Number (i.e. 2:10-mj-010099)</p> <hr/> <p>This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.</p> <p>***NOTE TO PUBLIC ACCESS USERS*** Judicial 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.</p> <p style="text-align: center;">U.S. District Court</p> <p style="text-align: center;">EASTERN DISTRICT OF NORTH CAROLINA</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 9/8/2011 at 2:58 PM EDT and filed on 9/8/2011</p> <p>Case Name: USA v. Burley et al Case Number: 2:10-mj-01009-BO Filer: USA Document Number: <u>9</u></p> <p>Docket Text: PRESENTENCE INVESTIGATION REPORT (Sealed) (TEST EXAMPLE DATA ONLY, 9/7/11) as to Martin Luther Burley. (Cannon, S)</p> <p>2:10-mj-01009-BO-1 Notice has been electronically mailed to:</p> <p>Willie Cannon scott_cannon@nced.uscourts.gov</p> <p>2:10-mj-01009-BO-1 Notice has been delivered by other means to:</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:n/a Electronic document Stamp: 201109081407EDT:09/08/2011 14:07:00</p>
3.	Log in Using Your PACER login and password

Step	Action
	<div data-bbox="305 220 625 289" style="text-align: center;"> <h1>PACER Login</h1> </div> <div data-bbox="305 325 414 352"> <p>Instructions</p> </div> <div data-bbox="305 357 1393 409"> <p>Enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.</p> </div> <div data-bbox="305 445 544 472"> <p><input type="checkbox"/> Make this my default PACER login</p> </div> <div data-bbox="305 476 1356 504"> <p>After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.</p> </div> <div data-bbox="305 567 641 745" style="border: 1px solid gray; padding: 5px;"> <p>Authentication</p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Client code: <input type="text"/></p> </div> <div data-bbox="305 756 414 787"> <p><input type="button" value="Login"/> <input type="button" value="Reset"/></p> </div> <div data-bbox="305 829 1380 892"> <p>Notice An access fee of \$0.08 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.</p> </div> <div data-bbox="305 913 836 940"> <p><i>CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.</i></p> </div>

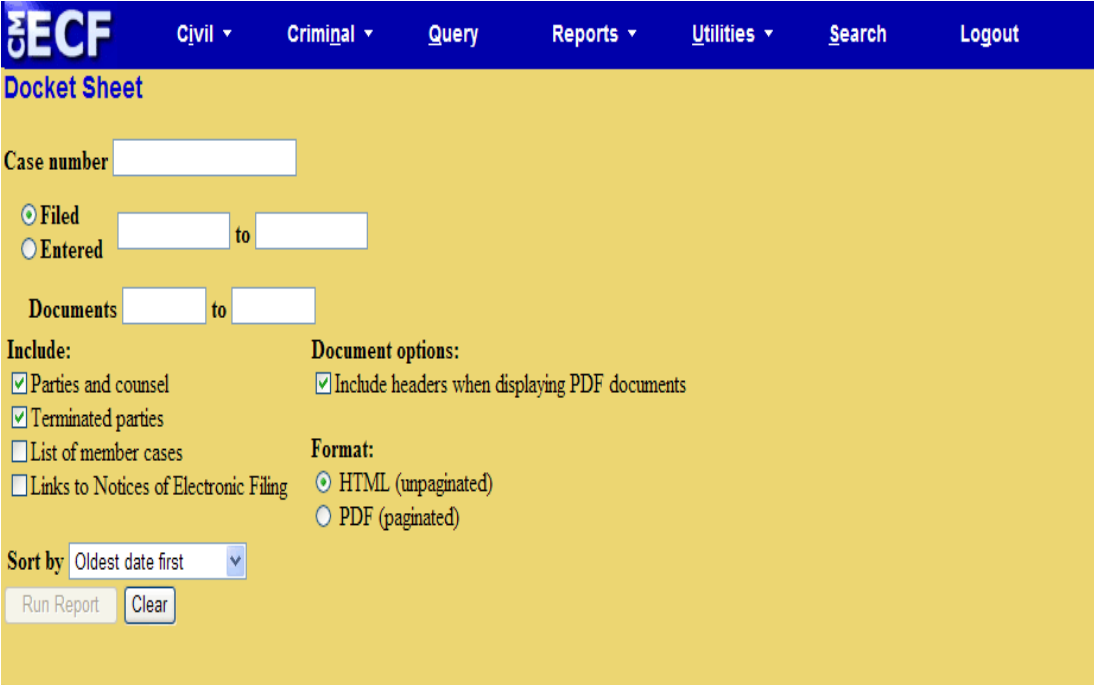
Step	Action
4.	<p>You will get the fee notification screen. To accept and view the PSR, click once on “View Document.”</p> 
5.	<p>The PSR will open.</p> <p>**Save it to your desktop or print it.</p>

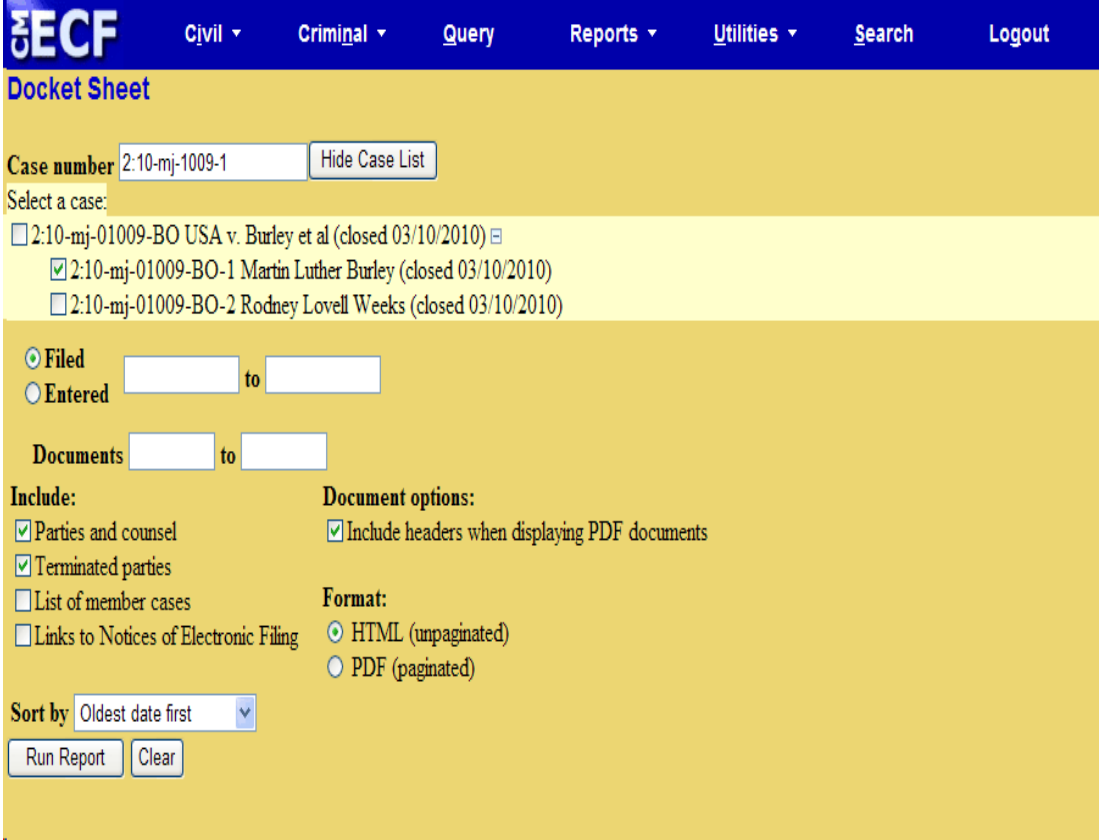
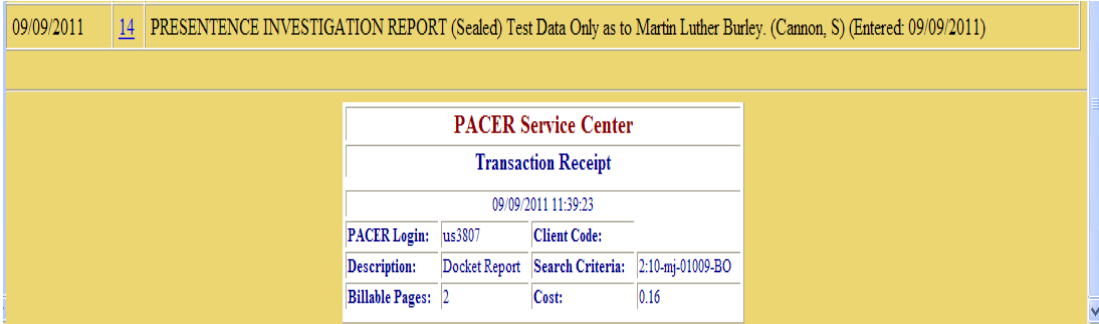
**Steps For Viewing
The PSR Without
Using the NEF**


To View the PSR without going through the link in the NEF if the link no longer works or the NEF is accidentally deleted, take the following steps:

Step	Action
1.	<p>Log in to CM/ECF like you are going to file a document</p> 
2.	<p>Click on Reports and then Docket Sheet</p> 

Step	Action
3.	<p data-bbox="302 226 911 258">Log in Using Your PACER login and password</p> <div data-bbox="302 306 1393 1125"><h2 data-bbox="302 327 626 394">PACER Login</h2><p data-bbox="302 432 415 457">Instructions</p><p data-bbox="302 464 1393 516">Enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.</p><p data-bbox="302 552 540 577"><input type="checkbox"/> Make this my default PACER login</p><p data-bbox="302 583 1357 609">After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.</p><div data-bbox="302 667 643 894"><p data-bbox="302 678 410 703">Authentication</p><p data-bbox="302 716 557 741">Login: <input type="text"/></p><p data-bbox="302 762 472 787">Password: <input type="password"/></p><p data-bbox="302 808 631 833">Client code: <input type="text"/></p><p data-bbox="302 856 415 894"><input type="button" value="Login"/> <input type="button" value="Reset"/></p></div><p data-bbox="302 930 345 947">Notice</p><p data-bbox="302 953 1377 995">An access fee of \$0.08 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.</p><p data-bbox="302 1022 833 1047"><i>CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.</i></p></div>

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4.	<p data-bbox="302 226 943 258">Enter the case number and click on ‘find this case’</p> 

Step	Action																								
5.	<p>Narrow your search if the case is a multi-defendant case and then click on “Run Report.”</p> 																								
6.	<p>Scroll to the hyperlink for the PSR. NOTE the fee notification.</p>  <table border="1" data-bbox="641 1470 1036 1690"> <thead> <tr> <th colspan="4">PACER Service Center</th> </tr> <tr> <th colspan="4">Transaction Receipt</th> </tr> </thead> <tbody> <tr> <td colspan="4">09/09/2011 11:39:23</td> </tr> <tr> <td>PACER Login:</td> <td>us3807</td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>Docket Report</td> <td>Search Criteria:</td> <td>2:10-mj-01009-BO</td> </tr> <tr> <td>Billable Pages:</td> <td>2</td> <td>Cost:</td> <td>0.16</td> </tr> </tbody> </table>	PACER Service Center				Transaction Receipt				09/09/2011 11:39:23				PACER Login:	us3807	Client Code:		Description:	Docket Report	Search Criteria:	2:10-mj-01009-BO	Billable Pages:	2	Cost:	0.16
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	<p>Click on the hyperlink. In this case, Docket Entry 14. You will see the Fee Notification advisory and the WARNING! Screen.</p>																								

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7.	<p data-bbox="302 226 909 256">To access the PSR, click on “View Document.”</p>  <p data-bbox="302 369 1146 399">To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.</p> <table border="1" data-bbox="708 457 1159 701"> <tr> <td colspan="4" style="text-align: center;">Pacer Service Center</td> </tr> <tr> <td colspan="4" style="text-align: center;">Transaction Receipt</td> </tr> <tr> <td colspan="4" style="text-align: center;">Fri Sep 9 11:42:15 2011</td> </tr> <tr> <td>Pacer Login:</td> <td>us3807</td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>Image14-0</td> <td>Case Number:</td> <td>2:10-mj-01009-BO</td> </tr> <tr> <td>Billable Pages:</td> <td>1</td> <td>Cost:</td> <td>0.08</td> </tr> </table> <p data-bbox="708 739 1159 894" style="text-align: center;">Warning! : This document is restricted to court users and the applicable party.</p> <p data-bbox="302 898 457 936">View Document</p>	Pacer Service Center				Transaction Receipt				Fri Sep 9 11:42:15 2011				Pacer Login:	us3807	Client Code:		Description:	Image14-0	Case Number:	2:10-mj-01009-BO	Billable Pages:	1	Cost:	0.08
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8.	<p data-bbox="302 1066 552 1096">The PSR will open.</p> <p data-bbox="396 1138 893 1171" style="text-align: center;">**Save it to your desktop or print it.</p>																								