

# Viewing Restricted Documents filed in CM/ECF

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## Introduction

Restricted documents are documents that are not remotely viewable to the general public (i.e. PACER), but may be viewable at the public terminals in the clerk's office.

Some restricted documents are remotely viewable to counsel of record through the Notice of Electronic Filing and are also viewable at the clerk's office public terminals. Examples of this type of restriction are signed plea agreements in criminal cases and documents in social security cases and civil immigration cases.

Other restricted documents are remotely viewable to counsel of record through the Notice of Electronic Filing, only. There is no access at the clerk's office public terminals. Examples of this type of restriction are pre-sentence reports in criminal cases and sealed documents filed in civil cases.

Only an authorized user can view the restricted document through the Notice of Electronic Filing. The combination of the user's EDNC CM/ECF login and password verify that the individual trying to remotely access the document is authorized to view the document. As stated above, restricted documents cannot be accessed through PACER.

**NOTE:** Pursuant to Judicial Conference Policy on Privacy and Public Access to Electronic Criminal Case Files, documents filed in criminal cases before November 1, 2004 are not available to the public via remote access.

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## Steps to Remotely View a Restricted Document

To remotely view a restricted document through the Notice of Electronic Filing (NEF), an authorized user must take the following steps:

Step	Action
1.	Click on the document number hyperlink (not the case number hyperlink) within the NEF
2.	Enter your EDNC CM/ECF login and password when the login screen appears  <b>Note:</b> You will not be able to access the document if you use your <b>PACER</b> login and password

<b>Step</b>	<b>Action</b>
3.	Click on the <b>View Document</b> button on the warning screen  <b>Note:</b> The authorized user may not be able to view the document if any secondary email addressee associated with the authorized user's account clicks on the NEF and attempts to look at the document first
4.	Save or print the document  <b>Note:</b> You can view a document through the NEF only once (because the document is not available on PACER it is important that the document be saved or printed at the time that it is viewed)