

# Accessing and Viewing Final Presentence Reports filed in CM/ECF

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## 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.  <b>Note:</b> 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.



Step	Action
3.	<p>You will get the <b>WARNING!</b> 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 yellow warning box is centered on the screen. The warning box contains the text: <b>Warning!</b> followed by a colon and the message: "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><b>**This is your free look.</b></p> <p><b>**Save it to your desktop or print it.</b></p> <p><b>**You will be charged for any further views of the document through PACER</b></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.  <b>Note:</b> Only the primary email address for the attorney of record will be able to view the PSR through the NEF

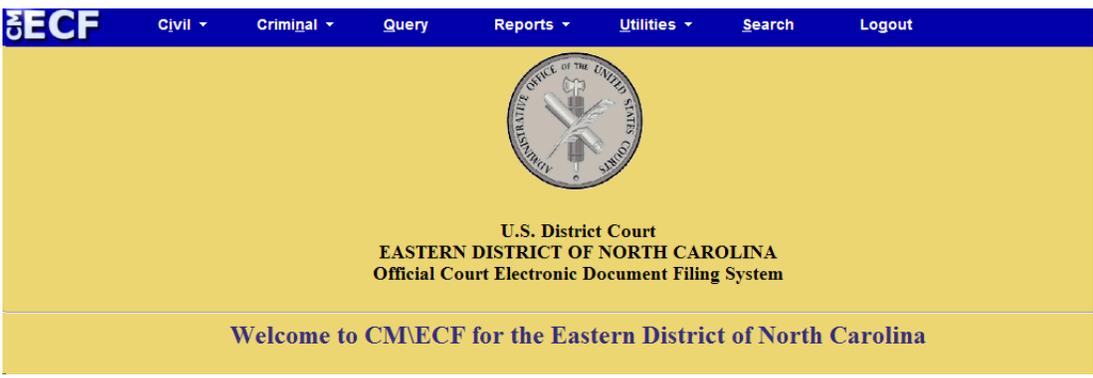
Step	Action
2.	<p>Click once on the Document Number (9) NOT the Docket Number (i.e. 2:10-mj-010099)</p> <hr/> <p><b>This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.</b></p> <p>***NOTE TO PUBLIC ACCESS USERS*** 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><b>Notice of Electronic Filing</b></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: <a href="#">2:10-mj-01009-BO</a>  Filer: USA  Document Number: <u>9</u></p> <p>Docket Text:  <b>PRESENTENCE INVESTIGATION REPORT (Sealed) (TEST EXAMPLE DATA ONLY, 9/7/11) as to Martin Luther Burley. (Cannon, S)</b></p> <p>2:10-mj-01009-BO-1 Notice has been electronically mailed to:</p> <p>Willie Cannon <a href="mailto:scott_cannon@nced.uscourts.gov">scott_cannon@nced.uscourts.gov</a></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:  20110908 14:58:07 EDT 09/08/2011 14:58:07 EDT</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><b>Instructions</b></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 <a href="http://pacer.psc.uscourts.gov">http://pacer.psc.uscourts.gov</a>. 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 <b>CM/ECF</b> login and password, either for electronic filing or for viewing documents via <b>PACER</b>.</p> </div> <div data-bbox="305 567 641 745" style="border: 1px solid gray; padding: 5px;"> <p><b>Authentication</b></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><b>Notice</b>  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, <a href="#">click here</a> 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>

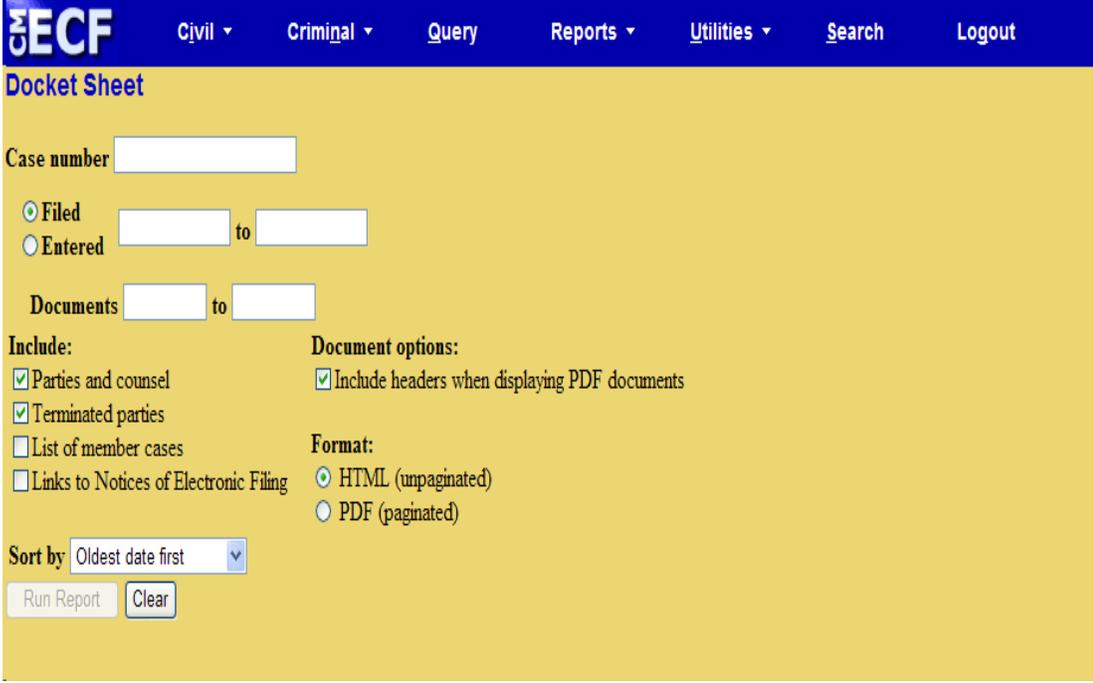
Step	Action
4.	<p>You will get the fee notification screen. To accept and view the PSR, click once on “View Document.”</p> 
5.	<p>The PSR will open.</p> <p><b>**Save it to your desktop or print it.</b></p>

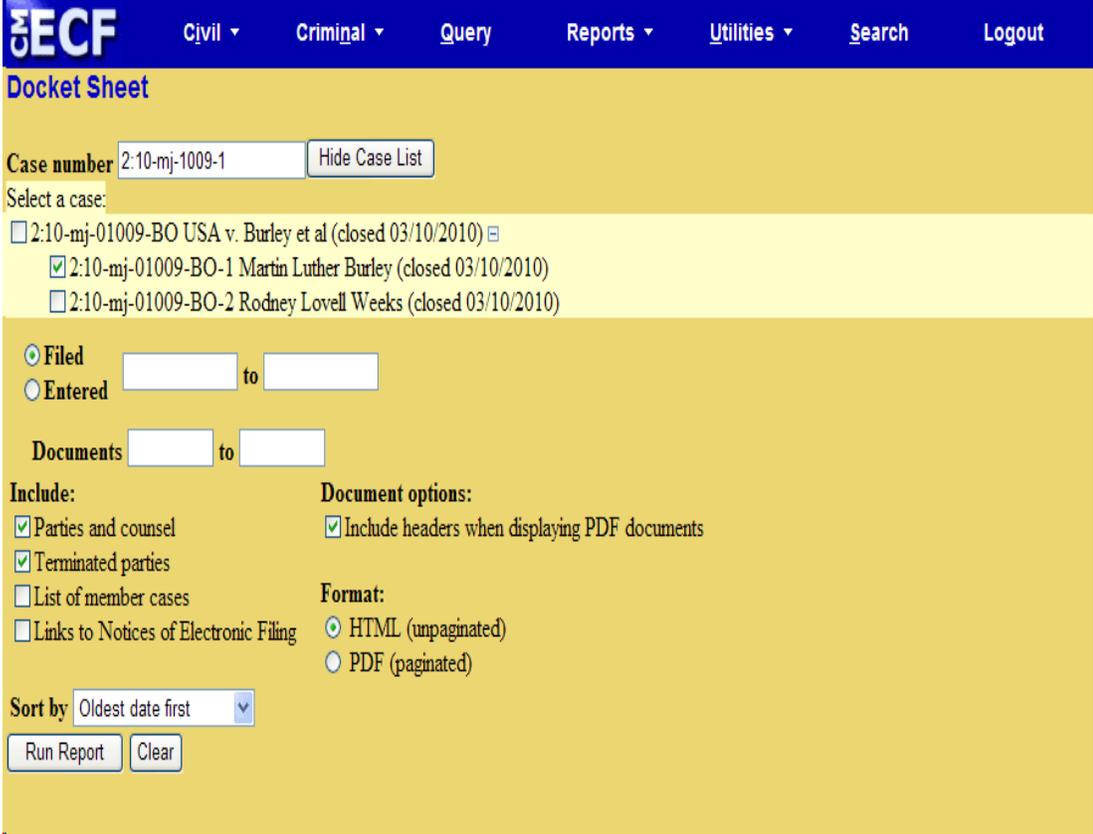
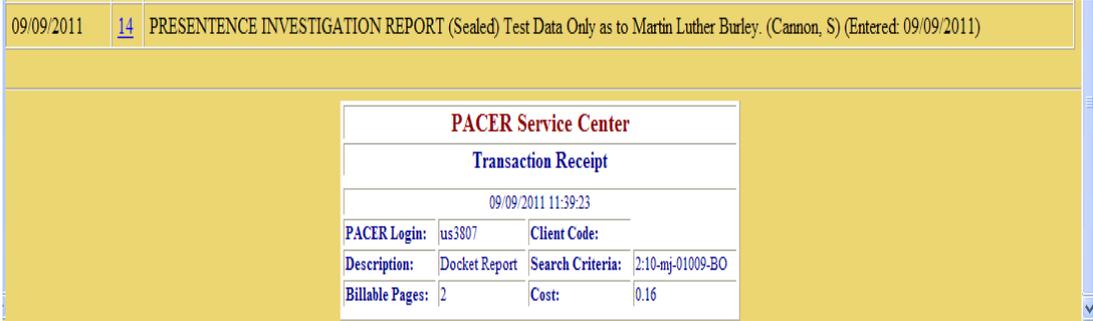
**Steps For Viewing  
The PSR Without  
Using the NEF**

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 <b>Reports</b> and then <b>Docket Sheet</b></p> 

Step	Action
3.	<p data-bbox="300 226 909 262">Log in Using Your PACER login and password</p> <div data-bbox="300 304 1393 1123"><h2 data-bbox="300 325 625 399">PACER Login</h2><p data-bbox="300 430 414 457"><b>Instructions</b></p><p data-bbox="300 462 1393 514">Enter your PACER login and password. If you do not have a PACER login, you may register online at <a href="http://pacer.psc.uscourts.gov">http://pacer.psc.uscourts.gov</a>. 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="300 546 544 577"><input type="checkbox"/> Make this my default PACER login</p><p data-bbox="300 577 1356 609">After checking this box, you will only need to use your <b>CM/ECF</b> login and password, either for electronic filing or for viewing documents via <b>PACER</b>.</p><div data-bbox="300 661 641 892"><p data-bbox="300 672 414 703"><b>Authentication</b></p><p data-bbox="300 703 560 745">Login: <input type="text"/></p><p data-bbox="300 745 479 787">Password: <input type="password"/></p><p data-bbox="300 787 633 829">Client code: <input type="text"/></p><p data-bbox="300 850 414 892"><input type="button" value="Login"/> <input type="button" value="Reset"/></p></div><p data-bbox="300 924 349 945"><b>Notice</b></p><p data-bbox="300 945 1380 997">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, <a href="#">click here</a> or contact the PACER Service Center at (800) 676-6856.</p><p data-bbox="300 1018 836 1039"><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>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 <b>14</b>. You will see the Fee Notification advisory and the <b>WARNING!</b> Screen.</p>																								

Step	Action
7.	<p data-bbox="302 226 909 256">To access the PSR, click on “View Document.”</p> 
8.	<p data-bbox="302 1066 552 1096">The PSR will open.</p> <p data-bbox="396 1142 893 1171"><b>**Save it to your desktop or print it.</b></p>