

# 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 or pro se parties who have consented to e-noticing 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 or pro se parties who have consented to e-noticing 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.	<p>Once you receive the notice of electronic filing via email, click on the <b>document number</b> hyperlink, not the case number hyperlink.</p> <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 EASTERN DISTRICT OF NORTH CAROLINA</p> <p><b>Notice of Electronic Filing</b></p> <p>The following transaction was entered by nced, attorney0 on 3/3/2017 at 11:46 AM EST and filed on 3/3/2017</p> <p><b>Case Name:</b> Doe v. Doe  <b>Case Number:</b> <a href="#">5:17-cv-00009</a>  <b>File:</b>  <b>Document Number:</b> <b>2</b> ←</p> <p>Docket Text:  <b>PROPOSED SEALED MOTION (Selected Participants Only) by John Doe (available to: Defendant Jane Doe, Plaintiff John D. Doe). (Attachments: # (1) Text of Proposed Order) (nced, attorney0)</b></p> <p>5:17-cv-00009 Notice has been electronically mailed to:  attorney0 nced attorney0_nced@nced.uscourts.gov</p>
2.	<p>Enter your <u>EDNC CM/ECF login and password</u> when the login screen appears.</p> <p><b>Note:</b> You will <u>NOT</u> be able to access the document if you use your PACER login and password.</p>
3.	<p>Click on the <b>View Document</b> button on the warning screen</p>
4.	<p>Save or print the document.</p> <p><b>Note:</b> During your initial viewing of the document, you should save or print the document. You will only be able to view the document once through the NEF because the document is restricted and is unavailable on PACER</p>