

How to view restricted documents if you are an attorney or pro se litigant involved in a case.

Access to certain documents in an Appellate CM/ECF may be restricted. When attempting to view documents in Social Security and Immigration cases or viewing a Criminal Appendix, the CM/ECF system will display a message indicating that you do not have permission to view this document. If you are an attorney or pro litigant in the case, you must login to CM/ECF with your ECF filing ID and run the PACER Report in order to view the documents. You must have an approved ECF filer account in a court and be an attorney in the case in order to view these documents. Please keep in mind that the size of the document may affect how quickly it opens. Also, **do not** have PACER open in a separate browser.

To obtain your “one free look” follow the instructions below:

1. When clicking on the document link from the NDA for the first time, the system will prompt you for your CM/ECF login/password. (If you login using the PACER account you will lose your free copy.)
2. You will get a pop-up, which indicates that this a restricted document. Click “OK” and you will be able to view the document. (If you use the link a second time, you will be charged standard PACER fees to view the document.)

To view a restricted document from the docket sheet, follow the instructions below:

1. Log into the Appellate CM/ECF.
2. From the toolbar select the Reports option and then PACER Report. You will be taken to the PACER website. Enter your PACER login and password.
3. Enter in the case number and view the docket sheet.
4. Click on the document that you wish to view and you will get a pop-up box, which indicates that this a restricted document.
5. Click “OK” and you should be able to view the document.