

United States District Court
Northern District of Texas



Accessing Restricted Documents

(Posted 7-29-10)

Accessing Restricted Documents

Access to some restricted documents is granted via the *ECF Filer* login of an Attorney of Record:

- Sealed document in a civil case - to each attorney of record;
- Sealed presentence report or related filing in a criminal case - to the attorney for the applicable defendant and to the attorney for the government; and
- Ex parte document - to the filing attorney only.

If you received notice of a sealed document as a secondary e-mail recipient on the attorney's primary account, be advised that only the attorney's Northern District of Texas ECF Filer login will gain access to the document.

To Access a Document You Are Permitted to View:

1. If you are logged in to PACER when you receive a Notice of Electronic Filing (NEF) for a restricted document, log out of PACER, close your web browser, and clear your cache.

General steps for clearing cache:

- Navigate to the **My Computer** icon usually located on your desktop or in your **Start** menu.
 - Under **My Computer**, select **Control Panel**.
 - Under **Control Panel**, select **Internet Options**.
 - In the **Internet Options** screen, delete the Temporary Internet Files and Cookies. Please consult your IT department if you are unable to clear cache through this method.
2. Once you've cleared cache, return to the NEF and click on the document hyperlink. When the login screen displays, enter your Northern District of Texas *ECF filer* login, **NOT** your PACER login. This allows the ECF system to identify you as an attorney of record authorized to have access to the document. Otherwise, the system may present a message advising that you do not have access to the document, or that the document has been removed.
 3. If you receive a *second* login screen, the system has already recorded a prior access as your "free look" and is seeking your PACER login for billing purposes. If you feel this is in error, you may contact the clerk to request that notice be regenerated to your account.
 4. If after following the steps above you still have problems accessing one of these documents, please contact the appropriate [ECF Help Desk](#).