

## Instructions for Opening Presentence Reports and Statement of Reasons

Effective December 1, 2014, the Probation Office will be filing all Initial and Final Presentence Reports (PSR) through ECF. Additionally, the Clerk's Office will now file the Statement of Reasons through ECF. Each of these types of documents have been given a higher security level than other documents filed in criminal cases. For this reason, you must follow these procedures to open these documents.

1. When you receive the Notice of Electronic Filing (NEF) through email, click on the document number.
2. You will get a screen warning you the entry is restricted to court users and the applicable party. Click the "View Document" button.
3. A login screen will appear. At the top of the screen is the header **CM/ECF Filer or PACER Login**. Enter your **ECF login**, i.e., the login issued for e-filing as a registered attorney user. This establishes the "credentials" that you are authorized to view the document. Do not enter your PACER (query) login. It is important that you use your registered attorney ECF login at the first prompt.
4. The document will appear.\*
5. Save or print the document. As in the past, this document should be maintained in your office as a sealed court record.

\* Note: It may sometimes happen that the Pacer login prompt will appear (at the top of the screen is the header **PACER Login**). For example, this happens if you have previously accessed the document. Enter your Pacer login and password. Another screen will appear with Pacer Service Center info and warning the entry is restricted. Click the "View Document" button. The document will appear.