

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MISSOURI

Procedures for Retrieving Restricted or Sealed Documents from CM/ECF

If an attorney has been given access to a restricted or sealed document, access to the document is granted via the filer's PACER account.

- **Restricted** documents (i.e., a Presentence Investigation Report, a Statement of Reasons, etc.) are available to the attorney for the applicable defendant and to the case attorney for the government.
- **Ex parte** documents fall under the restricted document category and are available **ONLY** to the filing attorney.
- Access to **sealed** documents and/or cases is available only when directed by the Court.

The following instructions describe how to retrieve restricted or sealed documents:

Accessing a Restricted or Sealed Document through a Notice of Electronic Filing (NEF)

Individuals who receive an email containing a Notice of Electronic Filing (NEF) are permitted one free look at the document by clicking on the associated hyperlink number embedded in the NEF. Pursuant to guidelines set by the Administrative Office of the United States Courts, the free look is available only once within thirty (30) days from the date of filing.

1. When you receive the NEF for a restricted or sealed document, click the document number hyperlink in the email.
2. When the PACER login screen displays, enter the attorney's PACER username and password. The PACER username and password is used to authenticate the user accessing the document.
3. Click ***Login***.
4. Check the Redaction Agreement check box.
5. Click ***Continue***.
6. If the document is restricted, the system will display "**Warning! This document is restricted to court users and the applicable party.**" If the document is sealed, the system will display "**The document you are about to view is SEALED. DO NOT allow it to be seen by unauthorized persons.**" A ***View Document*** button displays on the page.

Note: If you are presented with a page stating “**This document is not available**” instead of the warning page containing the *View Document* button, you may have entered the wrong login and password or you may not have access to the document.

7. Click *View Document*.
8. When the document is displayed, print it or save it for your records.

Accessing a Restricted or Sealed Document through CM/ECF

If a user’s “free look” has been used or has expired, a restricted or sealed document can be accessed through CM/ECF using the following procedures. Retrieval of a restricted or sealed document through CM/ECF is subject to regular PACER fees.

1. Click the [Western District of Missouri – Document Filing System](#) link. The **PACER Login** page displays.
2. Enter the attorney’s PACER username and password. PACER username and password is used to authenticate the user accessing the document.
3. Check the Redaction Agreement check box.
4. Click *Continue*. If a valid PACER username and password was entered, the system displays the CM/ECF menu.
5. Select *Query* from the white menu bar.
6. Enter the case number in the **Case Number** field and click **Find This Case**. If multiple cases are displayed, select the appropriate case number.
7. Click **Run Query**. The screen will display the case number, case style and additional case information.
8. From the list of Query options, select *Docket Report*.
9. On the Docket Sheet options page, select the options you want. To reduce PACER fees, if you know the document number you want to view, enter the number in the *Documents* field. If you do not know the document number, entering a date range will limit the number of entries displayed and reduce PACER fees.
10. Click **Run Report**.
11. On the docket sheet, locate the document you wish to view and click the document number hyperlink. If the document is restricted, the system will display “**Warning! This document is restricted to court users and the applicable party.**” If the document is

SEALED, the system will display “**The document you are about to view is SEALED. DO NOT allow it to be seen by unauthorized persons.**” A *View Document* button displays on the page.

Note: If you are presented with a page stating “**This document is not available**” instead of the warning page containing the *View Document* button, you may have entered the wrong login and password or you may not have sealed access to the document.

12. Click *View Document*.

13. When the document is displayed, print it or save it for your records.

For questions regarding issues retrieving documents, you can contact the CM/ECF Help Line at (800) 466-9302. Our support is available Monday through Friday 9:00 a.m. to 4:30 p.m. CST.