

**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 CM/ECF login and password.

- **Restricted** documents such as presentence investigation reports are available to the attorney for the applicable defendant and to the attorney for the government.
- **Ex parte** documents are only available to the filing attorney. These documents fall under the restricted document category.
- 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 30 days from the date of filing.

1. If you are logged into PACER when you receive the NEF for a restricted or sealed document, log out of PACER, close your web browser and clear your cache.

General steps for clearing cache:

- Navigate to the My Computer icon located on your desktop or in your **Start** menu.
- Under **My Computer**, select **Control Panel**.
- Under **Control Panel**, select **Internet Options**.
- On 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. Return to the NEF and click the document number hyperlink in the email.
3. When the login screen displays, enter the attorney's **CM/ECF Filer** login and password. Do not enter the PACER login and password. The CM/ECF filer login and password is used to authenticate the user accessing the document.
4. Check the redaction rules check box.
5. Click **Login**.

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 an additional login screen for PACER, your free look may have already been used or expired. To view the document, you will have to enter your PACER login and password, and regular PACER fees will apply. If you have not used your free look and the free look period has not expired, please contact the court and ask that the NEF be regenerated.

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 **CM/ECF Filer or PACER Login** page displays.
2. Enter the attorney’s **CM/ECF Filer** login and password. Do not enter the PACER login and password. The CM/ECF filer login and password is used to authenticate the user accessing the document. Authentication must be completed before logging into PACER to allow the user access to the restricted or sealed document.
3. Check the redaction rules check box.
4. Click **Login**. If a valid CM/ECF login and password was entered, the system displays the CM/ECF menu.
5. Select **Query** from the blue menu bar.
6. The **PACER login** page displays. Enter your PACER login and password.
7. Click **Login**. If a valid PACER login and password was entered, the system displays the **Query** page.
8. Enter the case number in the **Case Number** field and click **Find This Case**. If multiple cases are displayed, select the appropriate case number.
9. Click **Run Query**. The screen will display the case number, case style and additional case information.
10. From the list of Query options, select **Docket Report...**
11. 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.

12. Click **Run Report**.
13. 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.

14. Click *View Document* .
15. 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 hours are Monday through Friday 9:00 a.m. to 4:30 p.m. CST.