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UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

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Updated Information Regarding Electronic Case Filing's
Free Look

We have received updated information regarding the implementation of the *Free Look* portion of the electronic notification system. This updated information conflicts significantly with information we have previously disseminated. The eligibility for the free look is based upon two specific conditions: Case Type and e-mail type (primary or secondary).

The screenshot shows the 'E-mail information for Attorney Healy' section of the CM/ECF LIVE system. It includes a primary email address field with 'pjh1aptop@healyville.com' and a secondary email address field with 'pjhealy@healyville.com' and 'kck@webxdevelopment.com'. There are also checkboxes for sending notices in cases where the user is involved and for sending notices in specific additional cases (1-97-cr-00133, 1-03-cv-00234). The interface is displayed in a Microsoft Internet Explorer browser window.

Civil cases are generally available to anyone who receives a Notice of Electronic Filing from the court. The primary e-mail address of the attorney will be given direct access to the document by clicking on the hyperlink of the document number. Of the secondary e-mail addresses associated with an account, the first person to view the document will receive a free look. All subsequent attempts to view the document by those secondary e-mail recipients will require access through PACER and will be charged at the typical PACER rates.

Criminal and Social Security appeals cases are handled differently. Because of the privacy issues related to these types of cases only the attorney of record is allowed access to the case. The attachment to this document contains the procedures for the attorney of record to receive the *free look* at the document. While secondary e-mail recipients will receive a Notice of Electronic Filing, they are not given access to the document.

We apologize for any confusion this may have caused. Should you have any trouble, please do not hesitate contacting the Buffalo or Rochester Help Desk. The numbers are:

Buffalo: 716-332-1775
Rochester: 585-613-4036