

## **VIEWING RESTRICTED DOCUMENTS**

### **Notices of Electronic Filing (NEFs)**

The restricted documents must be accessed via the NEF. The combination of the filing user's Western District of New York's CM/ECF login and password verify that the individual trying to access the document remotely is authorized to view the document remotely. Thus, restricted documents cannot be accessed through PACER.

**Steps to Remotely View a Restricted Document** - Follow these steps to remotely view a restricted document:

1. Click on the document number in the NEF
2. Enter your Western District of New York CM/ECF login and password when the login screen appears.

**Note:** You will not be able to access the document if you use your PACER login and password.

The filing user may not be able to view the document if someone else (i.e., any secondary e-mail addressees associated with the filing user's account) clicks on the NEF and attempts to view the document first because the system believes that the one free look has been used.

3. Click on the *View Document* button on the warning screen.
4. Save or print the document.

**Note:** You can view a document via the NEF only once. Once you have viewed the document via the NEF, you will not be able to view it again for free via the NEF.

### **Viewing a restricted document after accessing it from an NEF:**

If you wish to view a restricted document outside of the free-look you receive via the NEF, you will need to log into CM/ECF, then click on query. You will then be prompted to log in with your PACER account so the proper billing will occur.

If you have questions, please contact the Clerks Office for Buffalo cases at 716-551-1711 and 585-613-4000 for Rochester cases.