

Media User Guide: Access to Electronic Court Records

Introduction

To provide public access to case and docket information, the U.S. Court of Appeals for the D.C. Circuit (USCA) uses the Public Access to Court Electronic Records (PACER) service. To receive filings, file pleadings, and update dockets with documents, the USCA uses the Case Management/Electronic Case Filing (CM/ECF) system.

In order to receive notifications when changes are made to a docket, both a PACER account and a CM/ECF account are required. There is no fee for creating PACER and CM/ECF accounts and receiving docket change notifications, but there is a fee to access case information in PACER.

This document explains how to:

| | |
|--|----|
| Create a PACER Account..... | 2 |
| Create a CM/ECF Account..... | 3 |
| Setup Docket Change Notifications..... | 6 |
| Access PACER Information from the Notice of Docket Activity..... | 9 |
| Register for other Appellate Courts..... | 10 |
| Access a Docket Using PACER..... | 11 |

To access your PACER or CM/ECF accounts, visit:

<http://www.cadc.uscourts.gov/internet/home.nsf/content/CMECF+Launch+Page>.

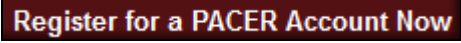

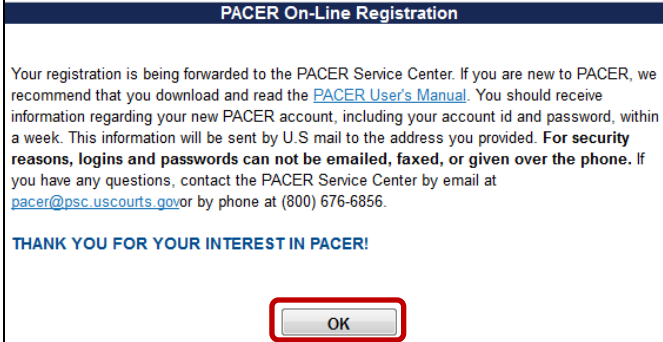

For more information about PACER, visit: <http://www.pacer.gov/psc/hfaq.html#PACER>.

For more information about CM/ECF, visit: <http://www.pacer.gov/psc/hfaq.html#CMECF>.



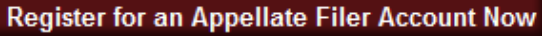
Create a PACER Account

There is no fee for creating a PACER account, but there is a fee to access case information in PACER. You must create a PACER account before using CM/ECF.


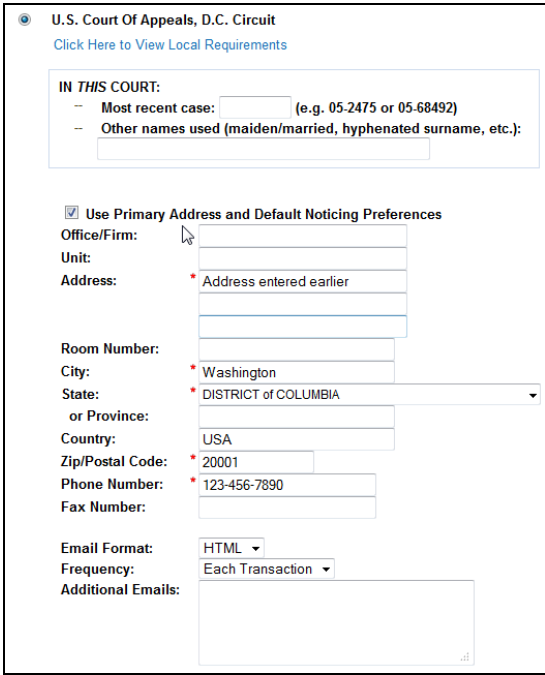

| Step | Action |
|------|--|
| 1 | In any browser, visit: http://www.pacer.gov/reg_pacer.html . |
| 2 | After reading the registration information page, select the “Register for a PACER Account Now” button at the bottom.  |
| 3 | Complete all required fields on the registration page. |
| 4 | When all information has been entered, select the “Submit Form” button at the bottom.  |
| 5 | A page acknowledges that your information has been sent to the PACER Service Center. Select the “OK” button when finished. You should receive information regarding your PACER account in the mail within a week.  |
| 6 | Follow the steps in the next section to create a CM/ECF account. To access your PACER account, use a browser to visit: http://www.cadc.uscourts.gov/internet/home.nsf/content/CMECF+Launch+Page Then click the link to “Login to PACER”.  |

Create a CM/ECF Account

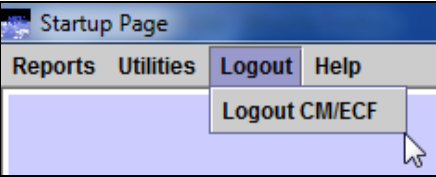
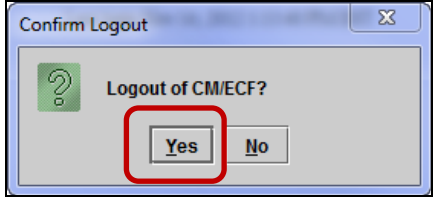
The PACER service is used to register for a CM/ECF account; therefore, you must have a PACER login ID before registering for a CM/ECF account. There is no fee to create a CM/ECF account or to create docket change notifications.

| Step | Action |
|------|---|
| 1 | In any browser, visit: http://www.pacer.gov/reg_ap.html . |
| 2 | After reading the registration information page, select the “Register for an Appellate Filer Account Now” button at the bottom. <div style="text-align: center; margin-top: 10px;">  </div> |
| 3 | Enter your data in the “PERSONAL INFORMATION” fields as required. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #800000; color: white; text-align: center; padding: 2px;">PERSONAL INFORMATION</div> <p>Prefix: <input type="text"/></p> <p>First Name: * <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: * <input type="text"/></p> <p>Generation: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Gender: <input type="text"/></p> <p>Last 4-digits of SSN: * <input type="text"/></p> <p>Date of Birth: * <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Primary E-Mail: * <input type="text"/></p> <p>Verify Primary E-Mail: * <input type="text"/></p> <p>Are you: <input checked="" type="radio"/> an attorney? <input type="radio"/> a pro se filer? <input type="radio"/> a court reporter? <input type="radio"/> other (not a public filer)?</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-left: 20px;">Select “other (not a public filer)?”</div> </div> |
| 4 | In the next section, “PRIMARY ADDRESS INFORMATION”, enter your data in the fields as required. |
| 5 | In the next section, “DEFAULT NOTICING PREFERENCES”, select the format for emails received from PACER, how often you would like to receive emails, and additional email addresses that should receive docket change notifications. |



| Step | Action |
|------|---|
| 6 | <p>When you are finished, select the “Next Page” button at the bottom.</p>  |
| 7 | <p>The next page displays a list of appellate courts with which to register. Select “U.S. Court of Appeals, D.C. Circuit”.</p> <p>The fields will be populated with your information from the previous page. During this initial registration, you may only register with one court, but after registration is complete, you may register with multiple courts (see Register for other Appellate Courts).</p>  |
| 8 | <p>When finished, select the “Next Page” button at the bottom.</p>  |
| 9 | <p>On the next page, enter a username and password. PACER suggests a username, but you may choose any username as long as it is original and seven characters long.</p> |
| 10 | <p>Scroll down to the next section, “PASSWORD SECURITY INFORMATION”, and create a security question and answer.</p> |



| Step | Action |
|------|--|
| 11 | <p>In the section below, review the “TERMS OF USE” and select the two checkboxes if you agree to the terms and the “Local Requirements” for all circuits in which you are registering.</p> <div data-bbox="354 384 1365 512" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms above.</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the "Local Requirements" for all circuits in which you are registering.</p> </div> |
| 12 | <p>When finished, select the “Submit Form” button at the bottom.</p> <div data-bbox="683 575 1029 699" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SUBMIT COMPLETED FORM</p> <p><input type="button" value="Submit Form"/> <input type="button" value="Clear Form"/></p> </div> |
| 13 | <p>A screen will appear with your username and password; however, your PACER account has not yet been approved. The USCA will review your account information and most likely approve the account within one business day. Once approved, a confirmation email will be sent to the email address used during registration.</p> |
| 14 | <p>After receiving confirmation, access your account by logging into CM/ECF using a browser to visit: https://ecf.cadc.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login.</p> |
| 15 | <p>When you are finished in CM/ECF, in the upper left menu, select Logout → Logout CM/ECF. Then, on the window that appears, select “Yes”.</p> <div data-bbox="643 1087 1076 1493" style="border: 1px solid black; padding: 5px;">   </div> |


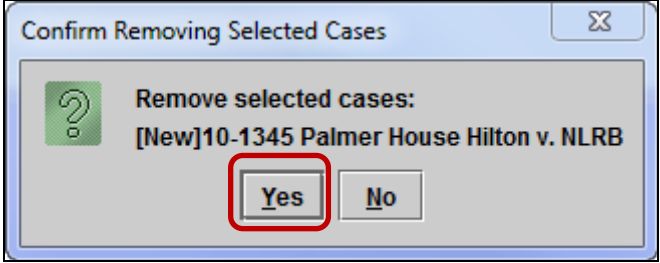
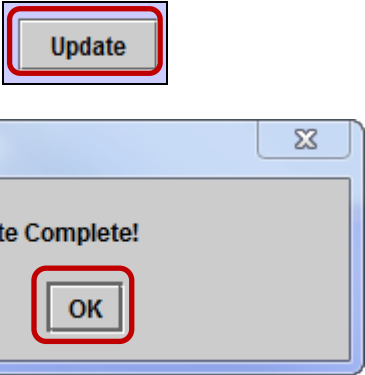


Setup Docket Change Notifications

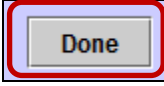
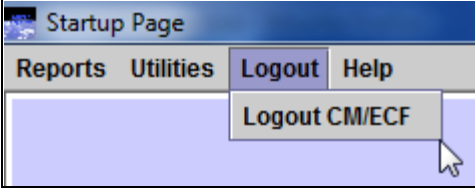
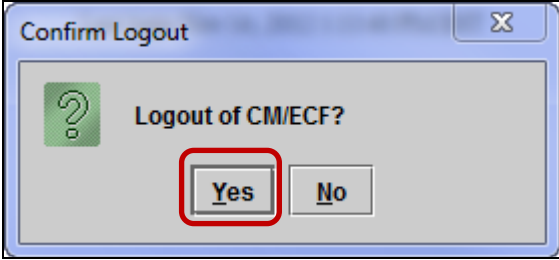
Using CM/ECF, you may be alerted when any change is made to a docket. There is no fee to create docket change notifications, but there is a fee to access case information in PACER.

| Step | Action |
|------|---|
| 1 | After registering your CM/ECF account, use any browser to visit: https://ecf.cadc.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login . |
| 2 | Acknowledge that you will comply with the redaction rules by selecting the checkbox. Then, enter your login information and click the “Login” button. <div data-bbox="451 604 1268 953" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice. <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0ff;"> Authentication Login: <input type="text"/> Password: <input type="password"/> Client Code: <input type="text"/> <input type="button" value="Login"/> <input type="button" value="Clear"/> </div> <p style="font-size: small; margin-top: 5px;">CM/ECF has been tested using Firefox and Internet Explorer. All testing was performed using the Sun Java Plug-In version 1.6.</p> </div> |
| 3 | When the login is accepted, you will be taken to the CM/ECF homepage. If the page does not load, review your browser’s settings for the JavaScript plug-in and return to step 1. |
| 4 | In the upper left menu, select Utilities → Notice for Cases of Interest. <div data-bbox="613 1108 1102 1314" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Startup Page</p> <p>Reports Utilities Logout Help</p> <p>Notice for Cases of Interest</p> <p>Update My Account</p> </div> |
| 5 | Enter the case number for the case you want to follow and select the “Search & Add” button. Repeat this step for each case that you want to follow. The “[New]” appearing before the case means that it is newly listed among your cases of interest list. There is no limit on the number of cases to follow. If you wish to follow a consolidated case, enter the case number for the lead case to receive notifications for all cases. <div data-bbox="456 1629 1256 1829" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Enter Case Number: <input type="text" value="10-1344"/> <input type="button" value="Search & Add"/></p> <p style="text-align: right; color: blue;">Cases of Interest Selected</p> <p>[New]10-1344 Environmental, LLC v. FCC</p> </div> |



| Step | Action |
|-----------|--|
| 6a | <p>To remove a case, click on it once and select the “Remove” button (becomes active when a case is selected). If you do not need to remove a case, go to step 7.</p>  |
| 6b | <p>A confirmation window will appear; select the “Yes” button to confirm the removal. To continue removing cases, return to step 6a; otherwise, go to step 7.</p>  |
| 7 | <p>When the list of cases is correct, select the “Update” button at the bottom of the page and then select “OK” on the confirmation window.</p>  |



| Step | Action |
|------|--|
| 8 | Select the “Done” button at the bottom of the page.  |
| 9 | When you are finished in CM/ECF, in the upper left menu, select Logout → Logout CM/ECF. Then, on the window that appears, select the “Yes” button.   |
| 10 | The notice of docket activity for a case in the D.C. Circuit is sent from ecfnoticing@cadc.uscourts.gov . Consider adding this to your email provider’s list of approved senders so it is not blocked or sent to a spam folder. |

Access PACER Information from the Notice of Docket Activity

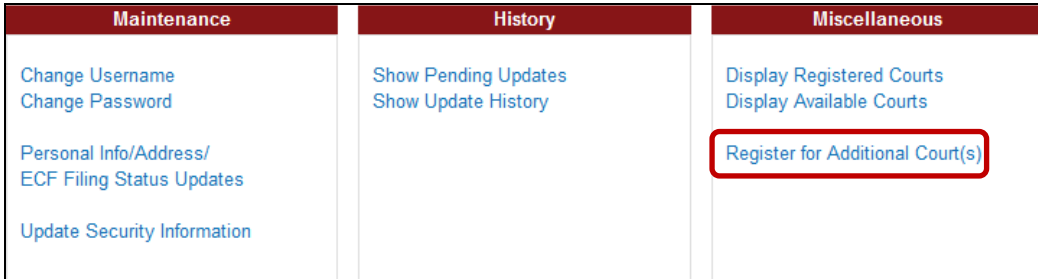
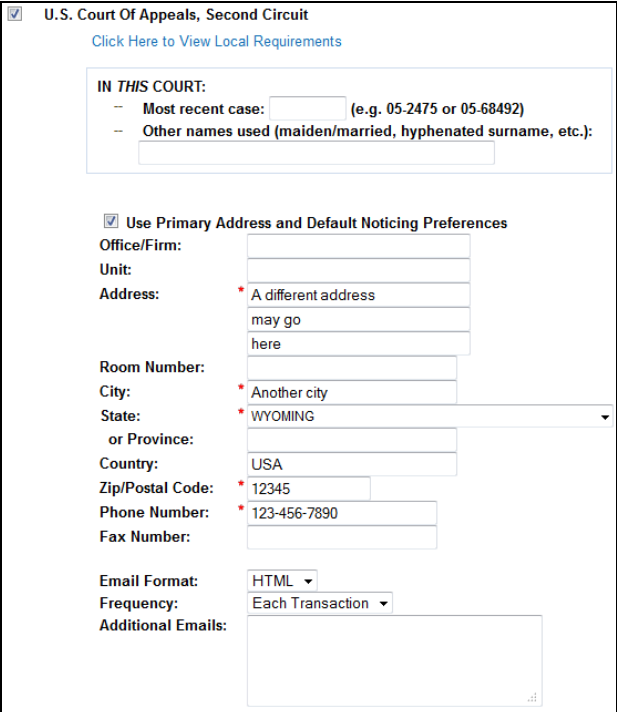
After setting up docket change notifications (see above) you will receive an email when the docket is updated for any case you listed.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------------------|--------------------------------------|--|--|---------------------|--|--|--|---|--|--|--|--------------|--|--------------|--|--------------|--------------|------------------|--------------------------------------|-----------------|---|-------|------|
| 1 | Open the email announcing that a docket of interest has been updated. The subject line will include the case number, the parties, and the type of docket activity. For example, 11-3018 USA v. Cooleridge Bell "Argument Attorney Form Filed". | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Locate the document link in the email.</p> <p>Before opening the document link, remember that regular PACER access fees apply to all users who are not parties in the case.</p> <div data-bbox="337 682 1378 970" style="border: 1px solid black; padding: 5px;"> <p>***NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.</p> <p style="text-align: center;">United States Court of Appeals for District of Columbia Circuit</p> <p>Notice of Docket Activity</p> <p>The following transaction was entered on 01/29/2013 at 11:10:38 AM EST and filed on 01/29/2013</p> <p>Case Name: USA v. Cooleridge Bell</p> <p>Case Number: 11-3018</p> <p>Document(s): Document(s)</p> <p>Docket Text: PER CURIAM ORDER filed [1417696] allocating oral argument time as follows: Appellant -- 10 Minutes, Appellee -- 10 Minutes. One counsel per side to argue; directing party to file Form 72 notice of arguing attorney - due 01/31/2013 [11-3018]</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Click on the "Document(s)" link. If you are not logged into PACER, the login screen will appear, then login to PACER. | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>After logging in, you will be asked to accept download charges. If you want to download the file, click the "Accept Charges and Retrieve" button.</p> <div data-bbox="425 1161 1289 1665" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Download Confirmation</p> <p style="text-align: center;">Document: PDF Document (Case Number: 11-3018, Document: 01217462804)</p> <p style="text-align: center;">Click on the "Accept Charges and Retrieve" button ONCE at the bottom of this page to download the document image If you download this document, your PACER account will be billed according to the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; color: red;">PACER Service Center</th> </tr> <tr> <th colspan="4" style="text-align: center;">Transaction Receipt</th> </tr> <tr> <td colspan="4" style="text-align: center;">DC Circuit (USCA) - 02/01/2013 15:52:40</td> </tr> <tr> <td>PACER Login:</td> <td></td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>PDF Document</td> <td>Search Criteria:</td> <td>Case: 11-3018, Document: 01217462804</td> </tr> <tr> <td>Billable Pages:</td> <td>1</td> <td>Cost:</td> <td>0.10</td> </tr> </table> <p style="text-align: center;"><input checked="" type="checkbox"/> Show PDF Header</p> <p style="text-align: center;">Accept Charges and Retrieve</p> </div> | PACER Service Center | | | | Transaction Receipt | | | | DC Circuit (USCA) - 02/01/2013 15:52:40 | | | | PACER Login: | | Client Code: | | Description: | PDF Document | Search Criteria: | Case: 11-3018, Document: 01217462804 | Billable Pages: | 1 | Cost: | 0.10 |
| PACER Service Center | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Receipt | | | | | | | | | | | | | | | | | | | | | | | | | |
| DC Circuit (USCA) - 02/01/2013 15:52:40 | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACER Login: | | Client Code: | | | | | | | | | | | | | | | | | | | | | | | |
| Description: | PDF Document | Search Criteria: | Case: 11-3018, Document: 01217462804 | | | | | | | | | | | | | | | | | | | | | | |
| Billable Pages: | 1 | Cost: | 0.10 | | | | | | | | | | | | | | | | | | | | | | |
| 5 | The document will be retrieved and downloaded for viewing. | | | | | | | | | | | | | | | | | | | | | | | | |



Register for other Appellate Courts

In addition to the U.S. Court of Appeals for the D.C. Circuit, you may also register for other appellate courts.

| Step | Action |
|------|--|
| 1 | Using a browser, visit: https://www.pacer.gov/psco/cgi-bin/cmecf/ea-menu.pl , and log into your account. |
| 2 | <p>On the right, below “Miscellaneous”, select “Register for Additional Court(s)”.</p>  |
| 3 | <p>Select additional courts by clicking their checkboxes. When a court is selected, your primary address and email preferences are automatically loaded. You may change this information for each court.</p>  |



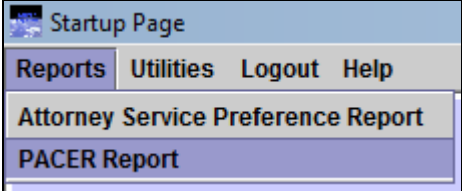
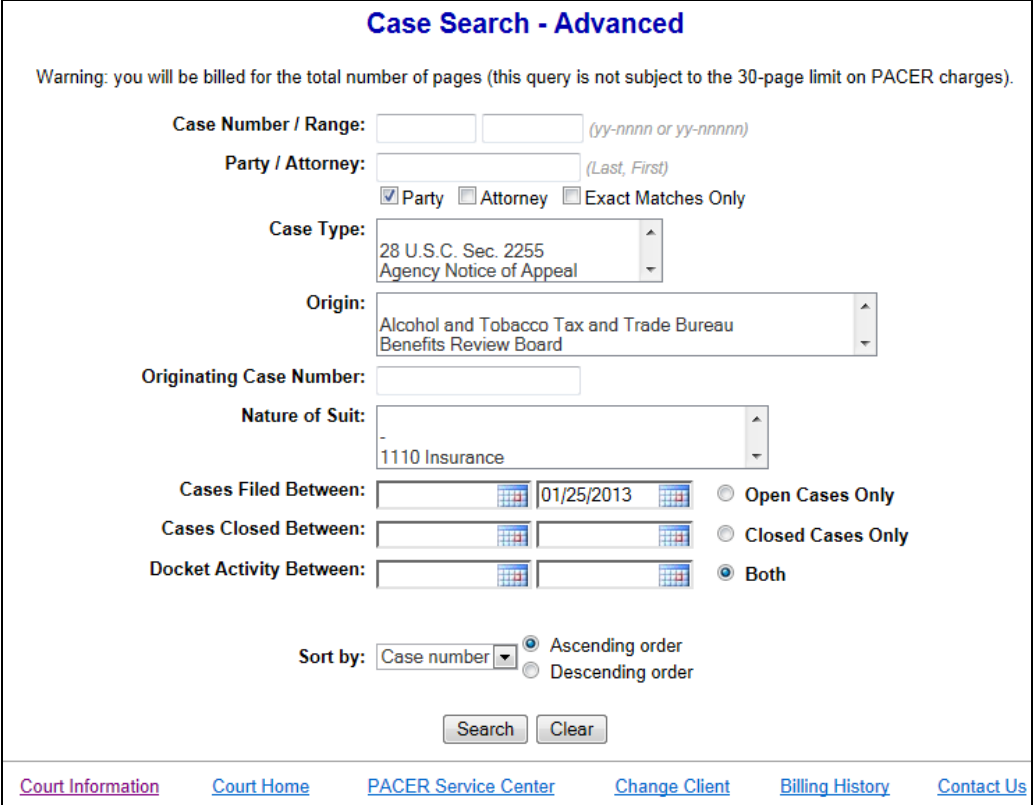
| Step | Action |
|------|--|
| 4 | <p>Review the Terms of Use and select the two checkboxes if you agree to the terms and the “Local Requirements” for all circuits in which you are registering. Then select the “Submit” button below.</p> <div data-bbox="428 384 1292 770" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms above.</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the “Local Requirements” for all circuits in which you are registering.</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> |
| 5 | A screen confirming your submission will appear. When the request has been reviewed, an email will be sent to your primary address allowing or denying the request. |
| 6 | <p>When you are finished, select the “Logout” button in the upper right.</p> <div data-bbox="797 921 954 974" style="text-align: center;"> <input type="button" value="Logout"/> </div> |

Access a Docket Using PACER



To access a docket using PACER, your CM/ECF account must be linked to your PACER account.

| Step | Action |
|------|---|
| 1 | <p>Using any browser, visit: https://ecf.cadc.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login.</p> |
| 2 | <p>Acknowledge that you will comply with the redaction rules by selecting the checkbox. Then, enter your login information and click the “Login” button.</p> <div data-bbox="451 1514 1269 1871" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p> <div data-bbox="467 1577 805 1734" style="border: 1px solid gray; padding: 5px;"> <p>Authentication</p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Client Code: <input type="text"/></p> </div> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> </p> <p><small>CM/ECF has been tested using Firefox and Internet Explorer. All testing was performed using the Sun Java Plug-In version 1.6.</small></p> </div> |



| Step | Action |
|------|---|
| 3 | <p>On the Startup Page, in the menu in the upper right, select Reports → PACER Report.</p>  |
| 4a | <p>Search for a case by entering its number or the case’s party/attorney. For advanced search options, select “Advanced Search” (see step 4b). Otherwise, go step 5.</p> |
| 4b | <p>Advanced search options include searching by case type, origin, filing and closing dates, and docket activity. Enter your search criteria and go to step 5.</p> |
| 5 | <p>With your search terms entered, select the “Search” button at the bottom to conduct your search.</p> <p>Note that you will be billed for the total number of search pages and this query is not subject to the 30-page limit on PACER charges.</p>  |



| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------------|---|--|--|----------------------|--------------|----------------------|-----------------------------------|---|------------|------------------------|---|----------------------|--|--|--|---------------------|--|--|--|---|--|--|--|--------------|--------|--------------|--|--------------|----------------------|------------------|---------------|-----------------|---|-------|------|
| <p>6</p> | <p>Search results appear on the next screen. From here you may click the hyperlinked case number to get the case summary or the short title to get the case query. Below the search results is a receipt from the PACER Service Center.</p> <div data-bbox="386 384 1334 802" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Case Selection Page</th> </tr> <tr> <th style="width: 30%;">Case Number Title</th> <th style="width: 20%;">Opening Date</th> <th style="width: 20%;">Last Docket Entry</th> <th style="width: 30%;">Originating Case Number Origin</th> </tr> </thead> <tbody> <tr> <td>10-1344 Environmental, LLC v. FCC</td> <td>10/22/2010</td> <td>01/18/2012 14:00:11</td> <td>FCC-1 : FCC-10-173 Federal Communications Commission</td> </tr> </tbody> </table> <p>Note: * Click on Case No. to get Case Summary * Click on Short Title to get Case Query</p> <div data-bbox="630 590 1094 789" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; color: red;">PACER Service Center</th> </tr> <tr> <th colspan="4" style="text-align: center;">Transaction Receipt</th> </tr> <tr> <th colspan="4" style="text-align: center;">DC Circuit (USCA) - 01/25/2013 14:09:52</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">PACER Login:</td> <td style="width: 25%;">us3235</td> <td style="width: 25%;">Client Code:</td> <td style="width: 25%;"></td> </tr> <tr> <td>Description:</td> <td>Case Selection Table</td> <td>Search Criteria:</td> <td>Case: 10-1344</td> </tr> <tr> <td>Billable Pages:</td> <td>1</td> <td>Cost:</td> <td>0.10</td> </tr> </tbody> </table> </div> </div> | Case Selection Page | | | | Case Number Title | Opening Date | Last Docket Entry | Originating Case Number Origin | 10-1344 Environmental, LLC v. FCC | 10/22/2010 | 01/18/2012 14:00:11 | FCC-1 : FCC-10-173 Federal Communications Commission | PACER Service Center | | | | Transaction Receipt | | | | DC Circuit (USCA) - 01/25/2013 14:09:52 | | | | PACER Login: | us3235 | Client Code: | | Description: | Case Selection Table | Search Criteria: | Case: 10-1344 | Billable Pages: | 1 | Cost: | 0.10 |
| Case Selection Page | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Case Number Title | Opening Date | Last Docket Entry | Originating Case Number Origin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-1344 Environmental, LLC v. FCC | 10/22/2010 | 01/18/2012 14:00:11 | FCC-1 : FCC-10-173 Federal Communications Commission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACER Service Center | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Receipt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DC Circuit (USCA) - 01/25/2013 14:09:52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACER Login: | us3235 | Client Code: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description: | Case Selection Table | Search Criteria: | Case: 10-1344 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Billable Pages: | 1 | Cost: | 0.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7</p> | <p>To search for another case, select “Case Search” from the menu at the top, and return to step 4a. If you have finished searching cases, go to step 8.</p> <div data-bbox="675 905 1044 982" style="text-align: center;">  </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8</p> | <p>Logout of CM/ECF by clicking “Logout” in the upper right, next to the “Help” link.</p> <div data-bbox="729 1045 992 1123" style="text-align: center;">  </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

