

United States District Court
Southern District of Texas

**Procedures for Retrieving Electronically Disclosed
Sealed Presentence Investigation Reports
and Related Documents**

The United States Probation Office in the Southern District of Texas is electronically disclosing Presentence Investigation Reports, commonly referred to as PSRs, and related documents to the attorneys of record for the government and the defendant.

Miscellaneous cases and a group of specially designed docket events are being utilized for the electronic disclosure of these PSRs and related documents by probation to the attorneys.

CAUTION: The attorneys may not file in the miscellaneous cases. All attorney filings must be made in the original criminal case.

In each miscellaneous case, the Assistant U.S. Attorney and the defendant's attorney of record in the criminal case are given sealed access to the documents probation will file in the miscellaneous case. Utilizing CM/ECF for this process allows for the electronic disclosure of the PSRs in a secure manner through CM/ECF noticing.

The following instructions describe how to retrieve the documents after receiving the CM/ECF Notice of Electronic Filing (NEF) by email.

Individuals who receive the NEF are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF. The filer is permitted one free look at the document to verify that it was properly docketed. Pursuant to guidelines set by the Administrative Office of the U. S. Courts, the free look is available only once within the 15 day grace period from the date of filing.

Accessing the Sealed Document through the NEF

1. Click the document number link in the email.
2. When presented with the **CM/ECF Filer or PACER Login** page, you must enter the attorney's **CM/ECF Filer** login and password (**not** your PACER login and password). **Note:** The CM/ECF Filer login and password is used to authenticate the user accessing the sealed document. If you are presented with the blue **PACER Login** page, then your free look may have already been used or expired.
3. Check the redaction rules check box.
4. Click **Login**.

5. On the warning page, click *View Document*.
Note: If you are not presented with the warning page containing the *View Document* button, then you may have entered the wrong login and password or you may not have sealed access to this case.
6. When the document is displayed, save it to the location you have designated.

If you fail to retrieve the sealed documents through the NEF email “free look,” then subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Accessing the Sealed Document through CM/ECF

Because of the sealed nature of the document, the following procedures must be used to retrieve the document.

1. Go to [Live District CM/ECF](#), and click the *Southern District of Texas – Document Filing System* link.
2. When presented with the **CM/ECF Filer or PACER Login** page, you must enter the attorney’s **CM/ECF Filer** login and password (**not** the PACER login and password).
Note: The CM/ECF Filer login and password is used to authenticate the user accessing the sealed document. Authentication of the user must be completed before logging into PACER in order for the user to retrieve the sealed document.
3. Check the redaction rules check box.
4. Click *Login*.
If a valid CM/ECF login and password combination was entered, then the system displays its main filing web page.
5. Select *Query* from the blue menu bar.
6. On the PACER Login page, enter your PACER login and password.
7. Click *Login*.
If a valid PACER login and password combination was entered, then CM/ECF displays the **Query** page.
8. Click *Clear*, then enter the miscellaneous case number in the **Case Number** field.
9. Click *Run Query*.
The screen will display the miscellaneous case number, the criminal case number in its short format, and the defendant’s last name followed by the notation, “**Case created for the electronic disclosure of the PSR.**”
10. Review the case information at the top of the screen to determine whether you have the correct case, and if you do click *Docket Report...*
11. On the Docket Sheet options page, select the options you want, then click *Run Report*.
12. On the docket sheet, locate the document you need, and click the document number link associated with it.

13. On the warning page, click *View Document*.

Note: If you are presented with a page stating, “**You do not have permission to view this document.**” instead of the warning page containing the *View Document* button, then you may have entered the wrong attorney’s login and password or the attorney may not have sealed access to this case.

14. When the document is displayed, save it to the location you have designated.

For more information on how to use CM/ECF, see the [CM/ECF Attorney’s User Guide](#).

For questions regarding issues retrieving documents, you can contact our CM/ECF Help Desk at **district_ecf_helpdesk@txs.uscourts.gov** or by phone at (713) 250-5500. Our support hours are Monday through Friday 8:00 a.m. to 5:00 p.m. CST. When sending email, please include the miscellaneous case number.