

Attorney Instructions for accessing Presentence Reports and Recommendation letters from PACER.

1) **The attorney or attorney's office must use the attorney log in and password for the attorney of record. Logging on with a GENERIC password will not allow you access to retrieve the PSR and Recommendation Letter.** Fig.1

CENTRAL DISTRICT OF CALIFORNIA CM/ECF Filer or PACER Login

Service Outages: Monday March 23 5:00pm - 7:30pm ; Friday March 20 8:00am - 12:00pm ; Saturday January 24 8:00am - 10:00am ; Friday December 19 6:30pm - Saturday December 20 8:00am ; Friday December 12 2:45pm - 3:45pm ; Saturday September 27 8:00am - 10:00am

Notice:
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:
Password:
client code:

IMPORTANT: All filings with the court - including attachments - must comply with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and home addresses in criminal cases, may **not** appear, except as allowed by the applicable rule.

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0.

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Fig. 1

2) Once logged into CM/ ECF, the attorney will see the screen below - Fig. 2.

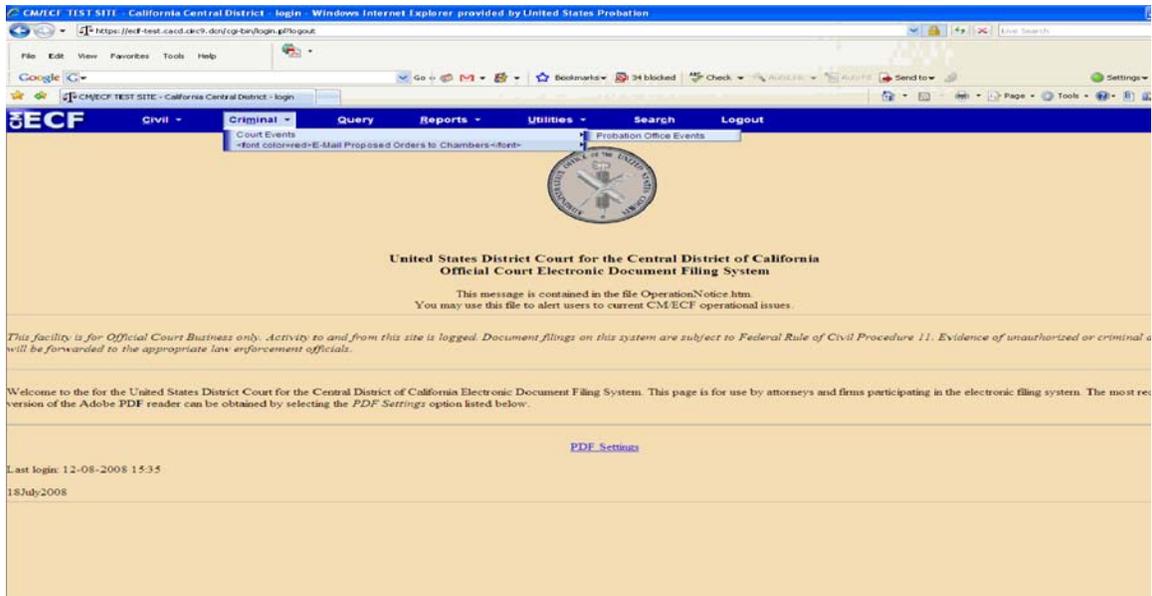


Fig.2

3) At this point, the attorney needs to open the email notification received from the court indicating a Presentence and Recommendation letter is available for viewing from PACER. The notification contains the Document Number. The attorney must click on the "Document Number," which is a hyper-link to PACER. See Fig. 3

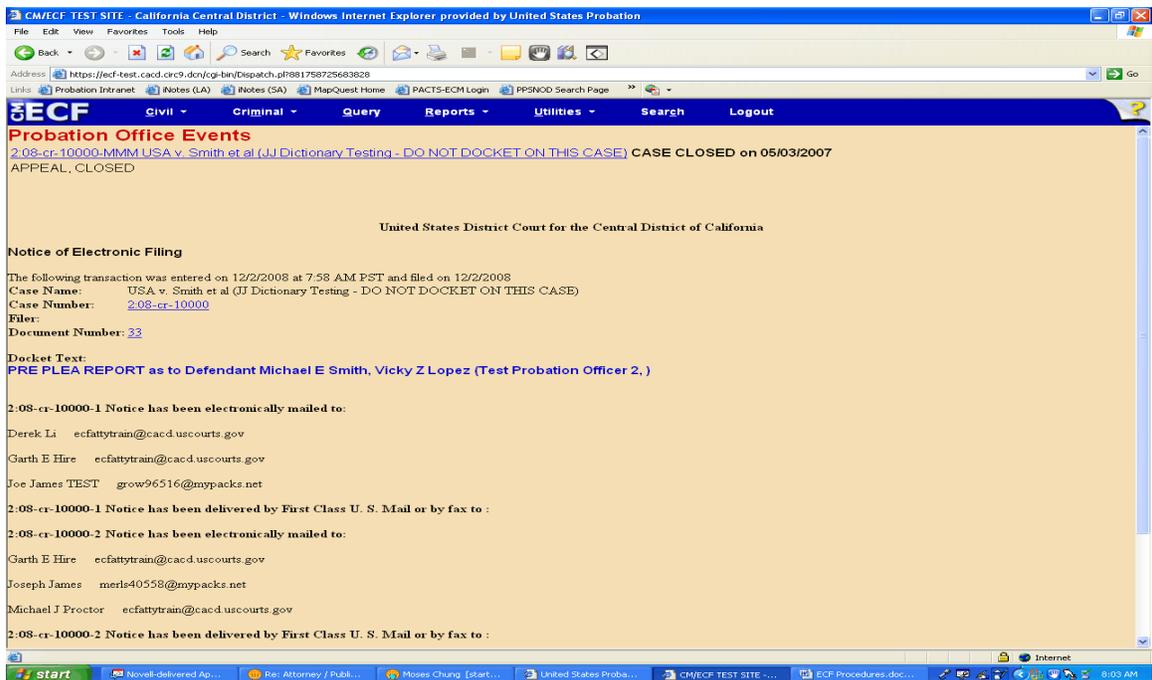


Fig. 3

4) Upon clicking on the Document Number, you will be directed to the PACER login page- See Fig. 4.

***** The attorney or attorney's office must use the attorney log in and password for the attorney of record. Logging on with a GENERIC password will not allow you access to retrieve the PSR and Recommendation Letter. *****

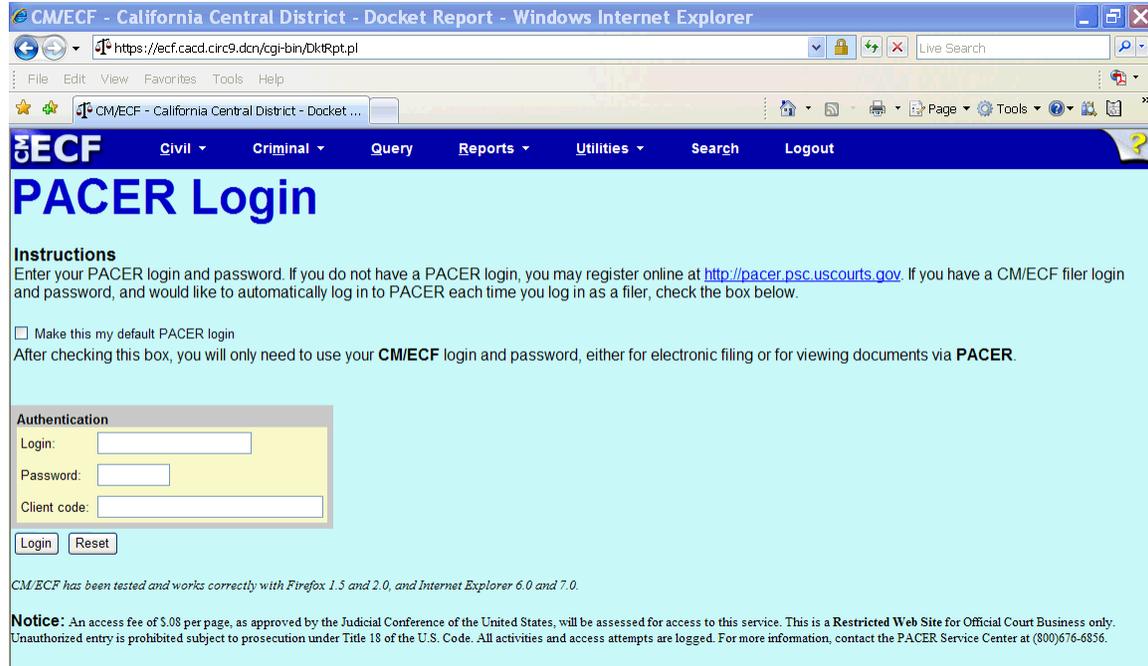


Fig. 4

5) Once you are logged into both CM/ECF, and PACER, there should be no issues in obtaining documents docketed by United States Probation.

Things to Remember:

- Always log into CM/ECF account first.
- Only use login and password of the attorney of record.
- If counsel is **not** logged into both CM/ECF and PACER simultaneously the system will **not** permit them to view the attached PDF image