



VIEWING RESTRICTED DOCUMENTS

Introduction

Restricted documents are documents that are not remotely viewable by the general public but may be remotely viewable by counsel of record in a case. The most common examples of restricted documents are social security case documents and various documents in criminal cases. Some restricted documents are also viewable at the Clerk's Office public terminals, such as documents in social security cases. This tip sheet explains how attorneys of record may access some restricted documents remotely.

Warning Screens

Not all restricted documents are viewable. Documents with the following warning screens may be remotely viewable by certain users:

- Warning – This document is restricted to specific users.
- Warning – This document is restricted to court users and the applicable party.
- Warning – This document is restricted to court users, case participants, and public terminal users.

Notices of Electronic Filing (NEFs)

The restricted documents must be accessed via the NEF. The combination of the filing user's District of Montana 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. A sealed document is not remotely viewable by anyone.

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 District of Montana 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.