



The CM/ECF Restricted Filing & Viewing Levels Module substitutes the old practice of filing “Sealed” documents (originally filed in paper) by the use of different levels of restriction. “Sealed” documents will no longer be brought to the Clerk’s Office in a conventional format, but will be filed electronically. Remember that, with few exceptions, documents should be PUBLIC, pursuant to the Federal Rules of Procedure.

PUBLIC is the default viewing level, so just click “Next” to file a document. Everyone will then be able view the PDF: the attorneys of record, Court users, all public terminal users, all PACER users, including members of the Press. In order to file a restricted document, you must file a Motion to Restrict in compliance with [Standing Order No. 9](#). The Motion to Restrict is a public document which identifies the restriction level sought and the interest to be protected. The document for which the restriction is sought is filed separately using the level of restriction detailed in the Motion to Restrict.

Selecting a level of security for a restricted document

Choose the appropriate level of restriction:

<input type="radio"/> All Parties	Only the attorneys in the case and Court users will view the document
<input type="radio"/> Selected Parties	Only the attorneys for those parties selected and Court users will view the document
<input type="radio"/> Ex-Parte	Only Court users will view the document

Viewing the docket entry and NEF

The restriction is placed only on the PDF, not the docket entry. The Notice of Electronic Filing (NEF) will be sent to all the attorneys in the case, regardless of the selected level of restriction.

Do NOT type restricted information in the docket entry. Your docket entry text can be as revealing as you determine it to be by selecting a specific event (such as, *Motion for Downward Departure*) or a generic event (such as, *Motion Requesting Order* or *Motion for Miscellaneous Relief*).

Viewing the restricted PDF

In order to view a restricted document, you must FIRST authenticate or identify yourself to the system by entering your CM/ECF login and password. This is not your PACER login.

Follow these steps:

- Click on the hyperlink of the Document Number from the NEF you received by email.
- On the login screen, type your CM/ECF login/password (the one you use to file documents, not your PACER login).
- By using your CM/ECF login/password the system authenticates that you ARE the *Case Participant* or *Selected Party* designated to view the document.