

# Viewing Restricted Documents (PSRs, Civil Immigration Cases, and Civil Social Security Cases)

---

## **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. Examples of restricted documents are presentence investigation reports (PSRs), social security case documents, and civil immigration case documents. Some restricted documents are also viewable at the Clerk's Office public terminals, such as documents in social security cases and civil immigration 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 individual upgraded pacer login and password verify that the individual trying to access the document remotely is authorized to view the document remotely and associated with the case. A sealed document is not remotely viewable by anyone.

---

*Continued on next page*

## Viewing Restricted Documents (PSRs, Civil Immigration Cases, and Civil Social Security Cases), Continued

---

### Steps to Remotely View a Restricted Document

Take the following steps to remotely view a restricted document:

| Step | Action   |
|------|--|
| 1    | Click on the document number in the NEF.   |
| 2    | Enter your individual upgraded pacer login and password when the login screen appears.<br><br><i>Note:</i> <ul style="list-style-type: none"><li>• You will not be able to access the document if you are not associated with the case.</li><li>• 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.</li></ul> |
| 3    | Click on the <i>View Document</i> button on the warning screen.  |
| 4    | Save or print the document.<br><br><i>Note:</i> 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.   |

---