



U. S. District Court, Southern District of Indiana

Technical Guide for Using Notices of Electronic Filing (NEFs)

(Effective 1/4/2016)

Overview

An e-mailed Notice of Electronic Filing (NEF) is automatically generated by the court's CM/ECF system for every event docketed in CM/ECF, including sealed events. The NEF identifies the date and time of filing, case name, case number, filer, document number, docket text, e-mail recipients and case participants who do not receive electronic notice (e.g., *pro se* parties). When one or more documents are attached to the event, the NEF also displays the document description and electronic document stamp.

Notice of Electronic Filing

The following transaction was entered by Attorney, One on 5/29/2015 at 3:16 PM EDT and filed on 5/29/2015

Case Name: SMITH v. JONES
Case Number: [1:15-cv-00001-TWP-TAB](#)
Filer: JOHN SMITH
Document Number: [16](#)

Document Link
(free look)

Case Number Link
(requires PACER access)

Docket Text:

NOTICE of Appearance by One Attorney on behalf of Plaintiff JOHN SMITH. (Attorney, One)

1:15-cv-00001-TWP-TAB Notice has been electronically mailed to:

One Attorney oattorney@sample.com, secondary@sample.com

Two Attorney tattorney@example.com, seconrdary@example.com

NOTE: Clicking on the case number hyperlink in the NEF prompts the user for a PACER login, since it links to the docket sheet (fees apply).

Free Look

Case participants (attorneys of record) who receive NEFs in their cases, as well as secondary e-mail recipients associated with those attorney accounts, are each granted one "free look" at the document(s) hyperlinked in NEFs. Once a "free look" has been used by the recipient, any subsequent electronic access to the document(s) will prompt for a PACER login (fees apply). Recipients are encouraged to save or print PDF documents from their initial "free look".

NOTE: If unused -- "free looks" expire after 15 days from the date of filing.

Access to Restricted Documents

Access to certain case documents is restricted to case participants (*e.g.*, sealed documents or documents filed in social security appeals cases). When accessing these documents through the document number link in the NEF, the user is prompted for his/her PACER login in order to verify access privileges, but still receives the “free look”.

Redacted Notice of Electronic Filings in Civil Cases

Sealed Civil Cases

If the civil case is sealed, case participants will receive an NEF similar to the one shown below. For security, the case title, case number, filer, document number, and docket text will be redacted. Access to an unredacted NEF may be obtained via the hyperlink found in the docket text section along with the attorney of record’s PACER login credentials.

NOTE: To access the one “free look” of the document the user must return to the e-mailed NEF and click the document number hyperlink. If the user attempts to access the document via the document number hyperlink on the unredacted NEF, the user will be prompted for a PACER login and fees will be incurred.

Notice of Electronic Filing

The following transaction was entered on 11/06/2015 at 11:07:54 AM EST and filed on 11/06/2015

Case Name: Sealed v. Sealed
Case Number: 15-17 (Requires CM/ECF login)
Filer: Redacted
Document Number: Sealed (Requires CM/ECF login)

Docket Text

Redacted due to sealed restriction. Docket text can be viewed via the unredacted NEF receipt available [here](#). (Requires CM/ECF login)

Sealed Entries in Unsealed Civil Cases

If the civil case is unsealed, case participants will receive an NEF similar to the one shown below. Access to the one “free look” of the document via the document number will require the attorney of record’s PACER login credentials.

Notice of Electronic Filing

The following transaction was entered on 11/06/2015 at 10:57:39 AM EST and filed on 11/06/2015

Case Name: USA v. ROWE
Case Number: [1:15-cv-00016-RLY-MJD](#)
Filer: USA
Document Number: 2

Docket Text
[SEALED Motion for Disclosure, filed by Plaintiff USA. \(JD\)](#)

Redacted Notice of Electronic Filings in Criminal Cases

Sealed Criminal Cases

If the criminal case is sealed, case participants will receive an NEF similar to the one shown below. The case title, case number, filer, document number, and docket text will be redacted. Access to an unredacted NEF may be obtained via the hyperlink found in the docket text section along with the attorney of record's PACER login credentials.

NOTE: To access the one "free look" of the document the user must return to the e-mailed NEF and click the document number hyperlink. If the user attempts to access the document via the document number hyperlink on the unredacted NEF, the user will be prompted for a PACER login and fees will be incurred.

Notice of Electronic Filing

The following transaction was entered on 11/6/2015 at 12:14 PM EST and filed on 11/6/2015

Case Name: Sealed v. Sealed
Case Number: [15-2 \(Requires CM/ECF login\)](#)
Filer: Redacted
Document Number: [Sealed \(Requires CM/ECF login\)](#)

Docket Text:
Redacted due to sealed restriction. Docket text can be viewed via the unredacted NEF receipt available [here](#). (Requires CM/ECF login)

Sealed Entries in Unsealed Criminal Cases

If the criminal case is unsealed, case participants will receive an NEF similar to the one shown below. The filer, document number, and docket text will be redacted. Access to an unredacted NEF may be obtained via the hyperlink found

in the docket text section along with the attorney of record's PACER login credentials.

NOTE: To access the one "free look" of the document the user must return to the e-mailed NEF and click the document number hyperlink. If the user attempts to access the document via the document number hyperlink on the unredacted NEF, the user will be prompted for a PACER login and fees will be incurred.

Notice of Electronic Filing

The following transaction was entered on 11/6/2015 at 11:47 AM EST and filed on 11/6/2015

Case Name: USA v. MIKE
Case Number: [1:15-cr-00008-TWP-TAB](#)
Filer: Redacted
Document Number: [Sealed](#) (Requires CM/ECF login)

Docket Text:

Redacted due to sealed restriction. Docket text can be viewed via the unredacted NEF receipt available [here](#). (Requires CM/ECF login)