Free Look Information for Criminal and/or Social Security Cases -- (Internet Explorer)

Background:

Once a document is filed in a CRIMINAL or SOCIAL SECURITY case an e-mail is sent to the e-mail addresses set up in an attorney's account, EACH e-mail recipient will get one "**free look**" at the document.

Procedure:

Before you click the document hyperlink in the body of the e-mail you will need to clear the history/cache on your browser. This should be the first thing performed to ensure success.

Step 1: Open up your browser.

Step 2: Click on the Tools menu at the top of the browser and select "Internet Options"
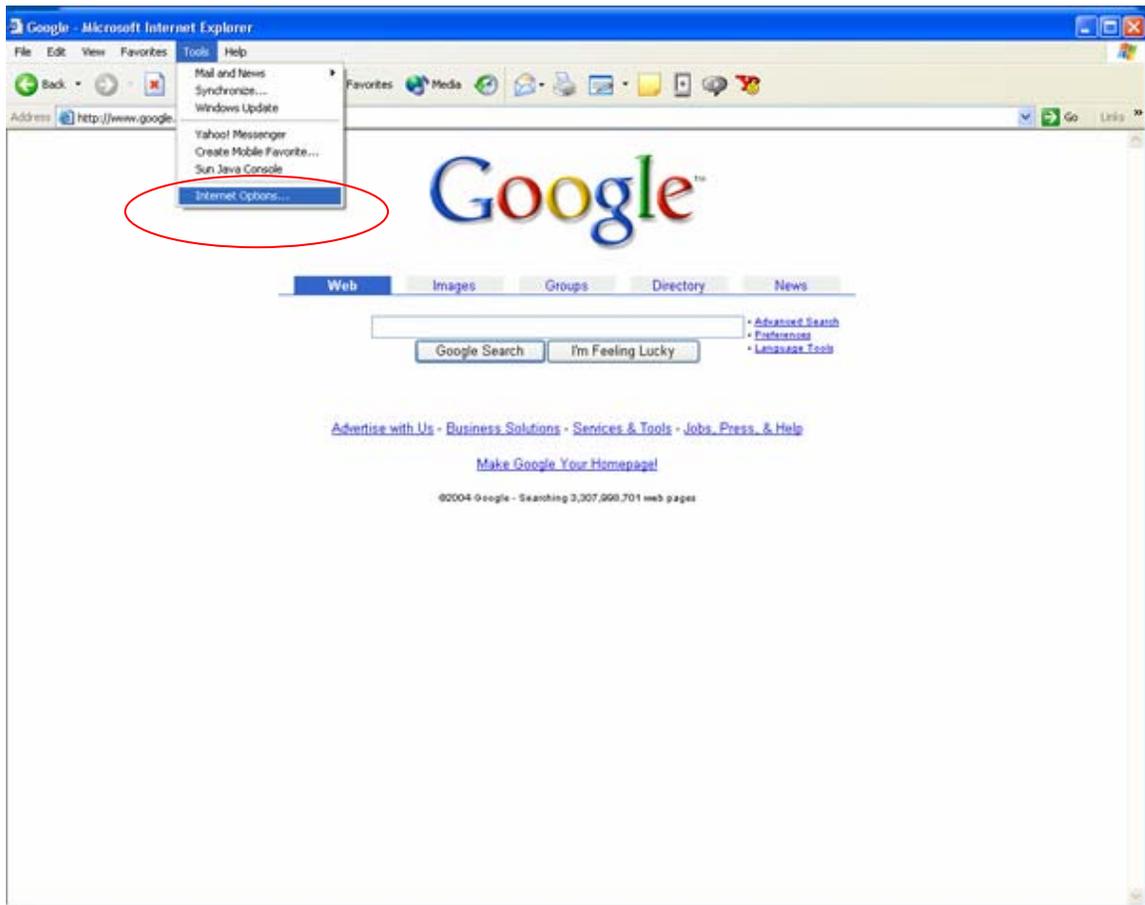
Step 3: Now on the General tab you will need to click the Delete Files button
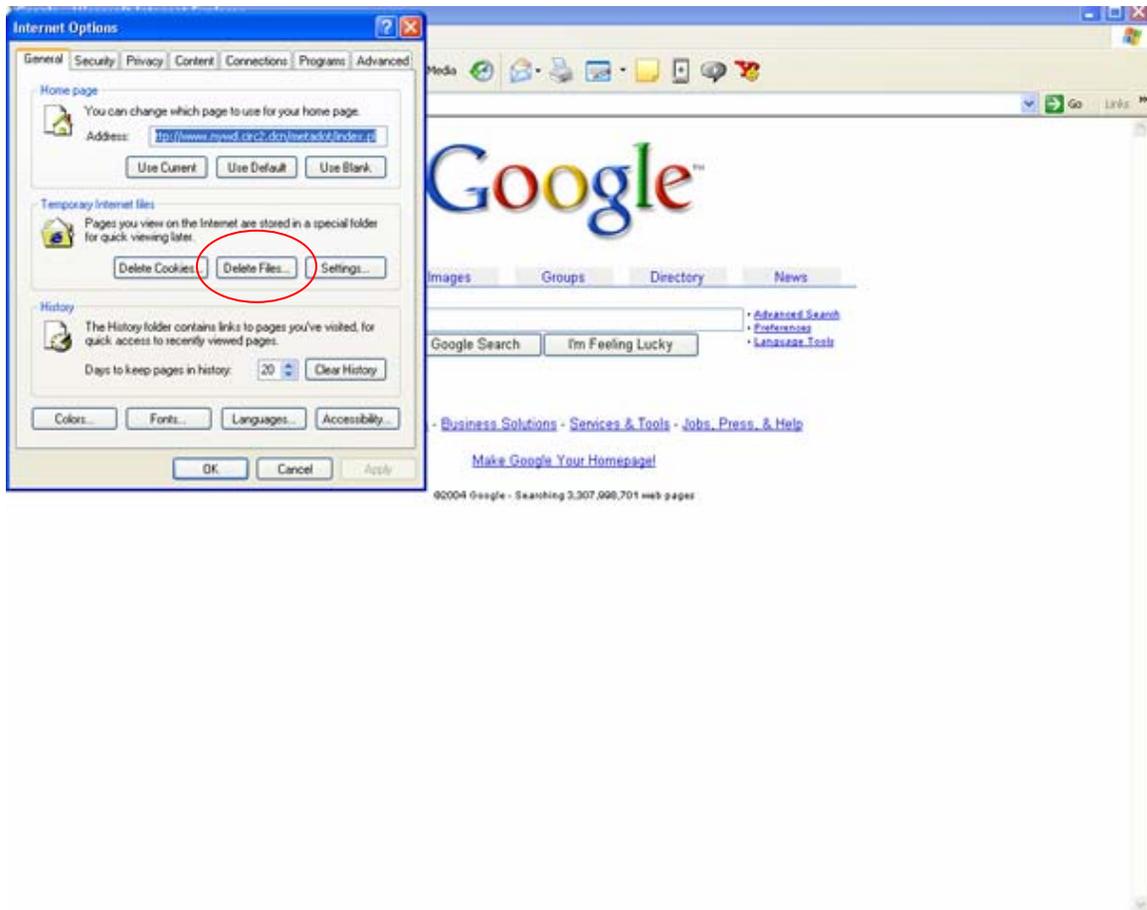
Step 4: Click the "OK" button. You may notice this will take some time depending on if you have ever performed this step on your PC before.
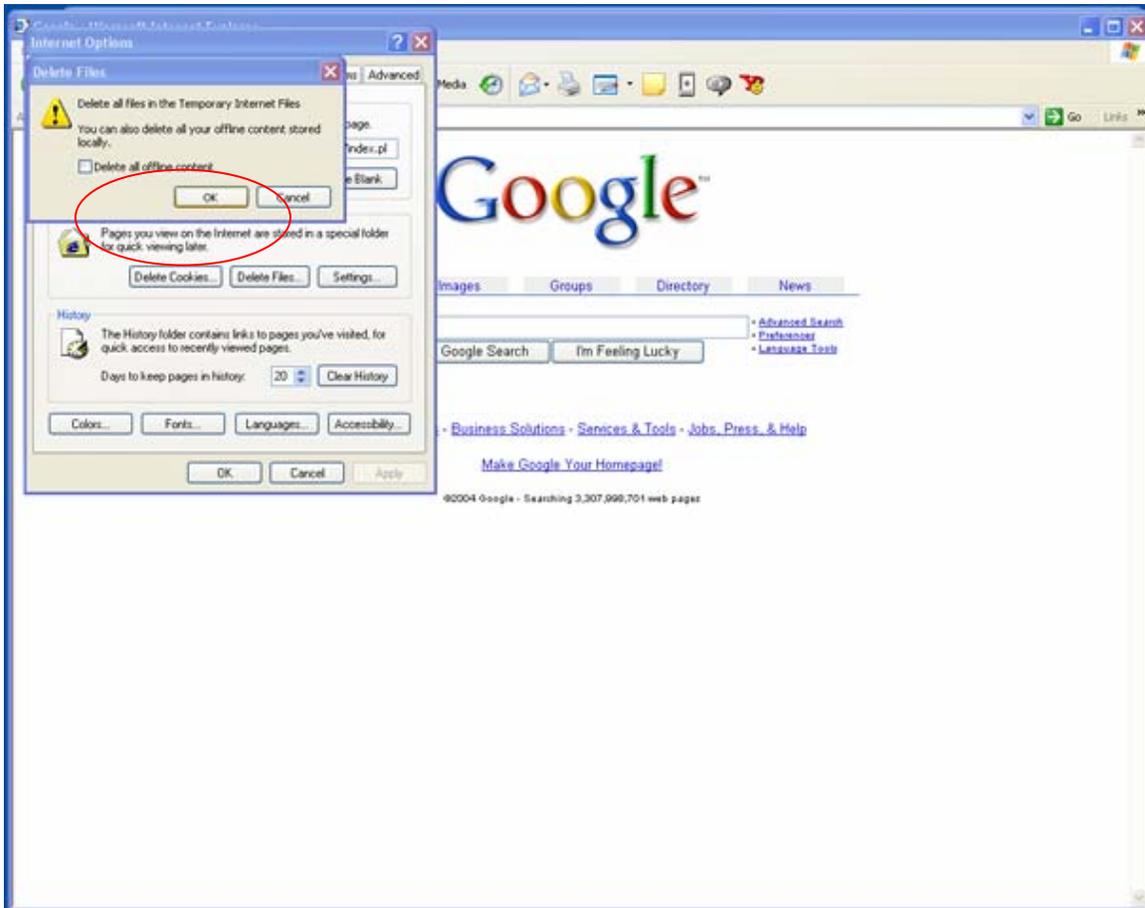
Step 5: Now back at the General tab on the internet options menu you will click the "OK" button at the bottom of the screen to close the window.

Step 6: Go back to your e-mail and click the document number in the CRIMINAL or SOCIAL SECURITY APPEAL CASE. This will bring up a screen that will prompt you for your CM/ECF login information. At this point you will want to enter your CM/ECF username and password.
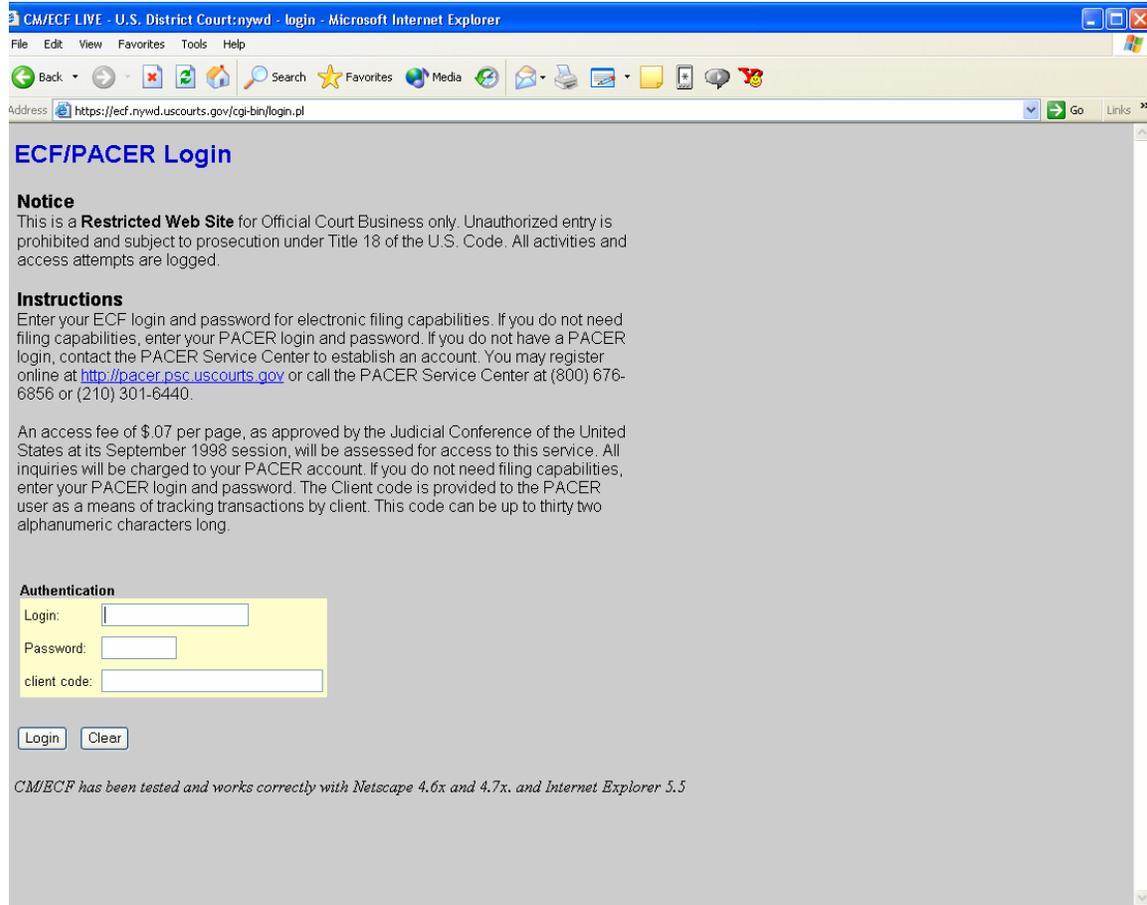
Step 7: A second login will now appear in which you will have to enter in your PACER login information. At the top of the screen you will see if will say PACER heading instead of ECF/PACER.

Both of the login screens look the same except the heading at the top. If you would like to avoid having to put in both of your logins every time you will want to check the box on the screen that says, "*Make this my default PACER login.*" This way the next time you try and obtain your free look or access PACER you will only have to enter your ECF login and password.

<mark>Special note:</mark>

If you click the case number in your NEF it will prompt you for your PACER username and password and you will be billed for looking at the docket sheet. Your free look is only associated with the submitted document(s).