

**U.S. DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**

**HOW TO ACCESS RESTRICTED DOCUMENTS THROUGH LINKS  
RECEIVED VIA EMAIL OR THROUGH PACER**

Certain case documents, such as Presentence Investigation Reports, Revocation Reports and select documents in Social Security Appeals, are restricted. This means that only counsel of record for parties to the case have security permissions to electronically access those documents. Thus, for security reasons, there are very specific steps counsel must take to access "restricted" documents, whether received in a Notice of Electronic Filing ("NEF") or whether counsel is attempting to access restricted documents on the docket sheet through PACER.

**HOW TO VIEW DOCUMENTS IN NEF:** When a pleading or order is filed electronically, counsel of record will receive an NEF to their designated email address. The NEF contains a hyperlink to the document filed. When the recipient clicks on the document hyperlink, a login screen will appear. Enter the attorney of record's **ECF login and password** and click the "Login" button. The document should open for your review and no PACER fee will be charged for your **first look**. If you had previously accessed the document through the document link in the NEF, a second login screen will appear where the user should enter their PACER login and password.

**HOW TO VIEW DOCUMENTS ON DOCKET SHEET USING PACER:** Counsel of record may also want to review restricted docket entries or documents through PACER. To access electronic documents through PACER, the user should first log in using the attorney of record's **ECF login and password**. Once logged in, the user should click on the "Query" option on the blue menu bar and a second login screen will appear. On the second login screen the user should enter their PACER login and password. The user should then be able to access electronic documents maintained on the docket sheet, but will have to pay the applicable PACER fees.

**ELECTRONIC FILING TRAINING AVAILABLE:** While ECF training is not mandatory in this district, persons filing electronically are strongly encouraged to complete the district's interactive training modules on the court's website at [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov). To access those modules, click the "Training" link under the heading "Electronic Case Files (ECF)." On the training page you should select the link "New Hampshire Computer-Based Training Modules."