## NEXT GEN CM/ECF ACCESSING THE ELECTRONIC RECORD



## Accessing the Electronic Record

Counsel must have an Appearance Form on file to access the electronic record on appeal of a case. Instructions on how to file an appearance form are available on our <u>website</u>. Once filed, please allow 3-5 days for processing.

1. From CM/ECF, select the 'Utilities' menu then select 'Attorney Toolbox.'

| MmECF Filing Reports -  | Utilities Help Getting Started   | United States Court of Appeals for the Fifth Circu<br>Log Out                        |
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| Official A<br>Click here to check ou  | Bar Renewal<br>Bar History Report<br>File Case Originating Documents with Fee<br>File Case Originating Documents w/o Fee<br>Request Documents<br>Attorney Toolbox<br>Electronic Record on Appeal<br>Brief Template<br>Create Record Excerpts | System   |
| the ability   | Check PDF Document   | leadings!  |
| This facility is for Official Court Business only ,<br>Federal Rule of Appellate Procedure, Rule 25.<br>enforcement officials under 18USC152 and 35 | Notice for Cases of Interest<br>Update My Account  | nt filings on this system are subject to<br>vill be forwarded to the appropriate law |
| Welcome<br>Welcome to the U.S. Court of Appeals C   | ase Management/Electronic Case Files Syste   | em. Please select an option from the menu.   |
| Court Information   | Last Login Tue Jan 28 14:00:37 CST 2025  |  |

2. Selecting 'Electronic Records' will display a list of cases that are available for download. To continue, click the case number.

#### = <u>Attorney Toolbox</u> United States Court of Appeals for the Fifth Circuit

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| <b>A</b> | Create Record Excer  |   | Case Number           | Title                    | Туре     | Date accepted             |   |
| _        |                      |   | 60-50998 🔶            | USA v. Christopher Allen | Original | Jun 12, 2015, 10:07:03 AM |   |
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3. Click the 'Pages' link to open a volume of the record. To create a collection of multiple volumes, select the checkbox for each volume. Click [Create PDF Portfolio] to create and open the pdf file on your default program. Save the file.

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### Unable to Access the Electronic Record on Appeal

If you are counsel of record and unable to access the Electronic Record on Appeal, your PACER case search status may not be active. To determine your PACER status, follow the steps below.

- 1. Proceed to the Manage My Account utility at PACER.gov and login with your credentials.
- 2. Case Search Status' must be **Active** to view Electronic Record on Appeals from the Fifth Circuit. Please contact PACER to have this feature activated.



# Manage My Account

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