

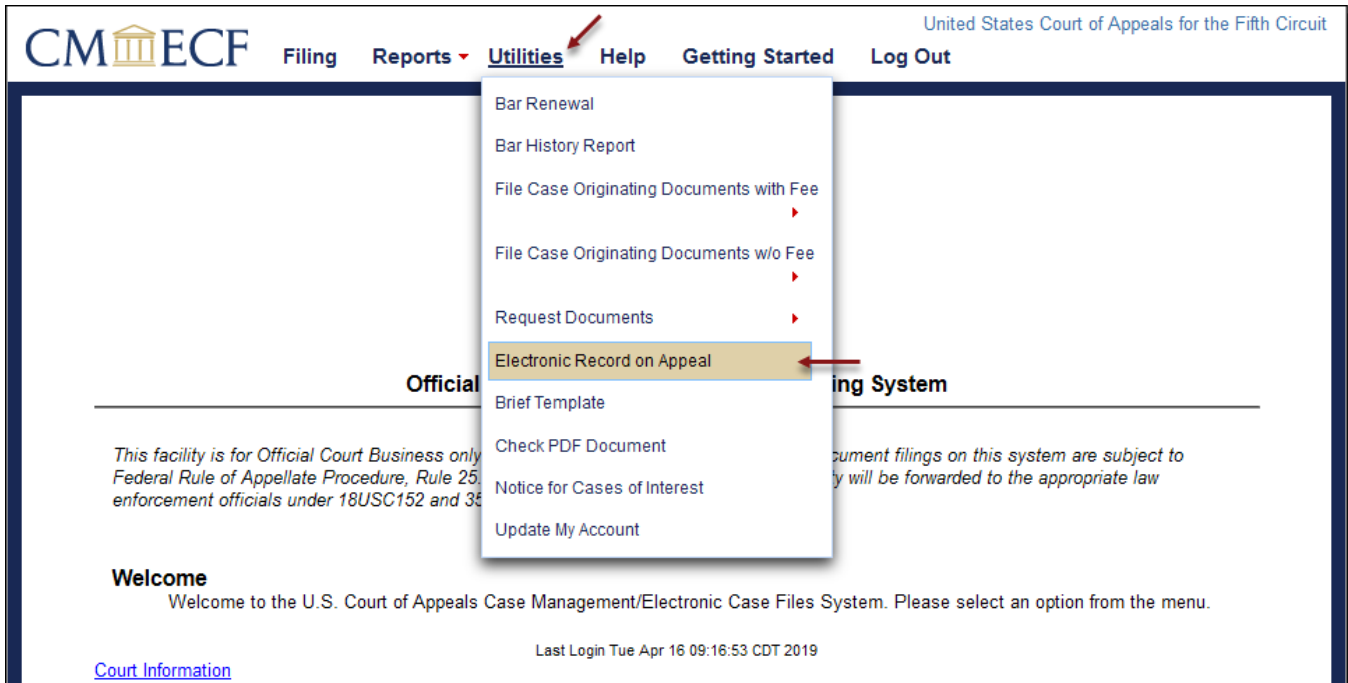
NEXT GEN CM/ECF
ACCESSING THE ELECTRONIC RECORD



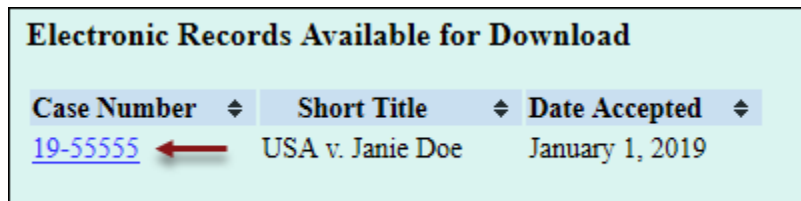
Accessing the Electronic Record

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 [website](#). Once filed, please allow 3-5 days for processing.

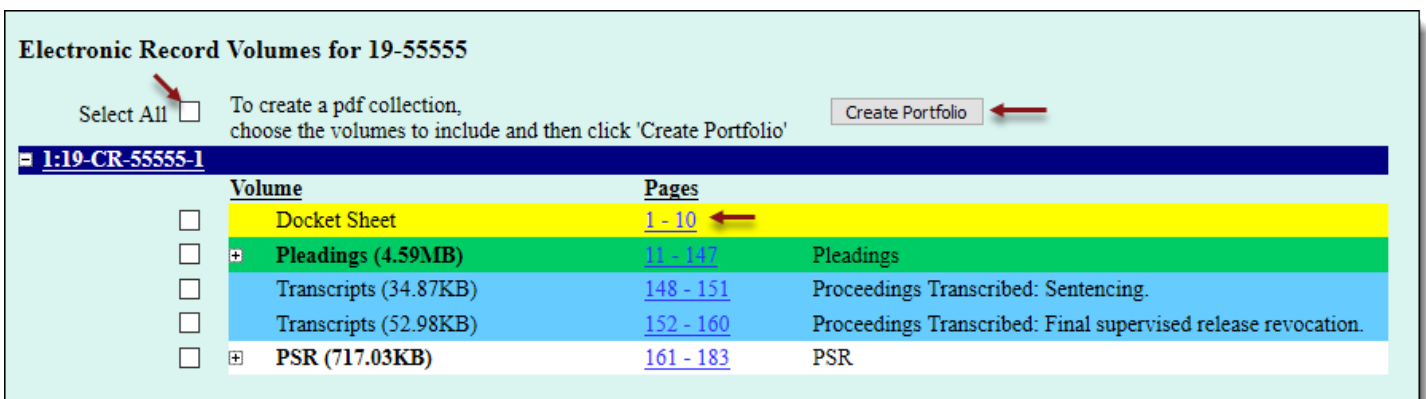
1. From CM/ECF, select the 'Utilities' menu then select 'Electronic Record on Appeal.'



2. A list of cases that are available for download will appear. To continue, click the case number.



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 Portfolio] to create and open the pdf file on your default program. Save the file.



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.

The screenshot shows the PACER website's 'Manage My Account' page. At the top, there are navigation links: 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', 'CONTACT US', and 'RSS'. The main header includes the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. On the right, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The 'United States Courts' logo is also present.

The 'MANAGE MY ACCOUNT' section is titled 'Welcome, Attorney' and includes a 'Logout' button. Below this, a table displays account information:

Account Number	5555555
Username	Account
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

A red arrow points to the 'Case Search Status' field, which is highlighted with a red box. Below the table, there are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are several links: 'Activate Case Search Privileges', 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

At the bottom of the page, there are links for 'Contact Us', 'Privacy', 'Policies and Procedures', and 'About Us'. A footer note states: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' The Administrative Office of the U.S. Courts logo is also visible in the bottom right corner.