



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF HAWAII

## Technical Guide for Using Notices of Electronic Filing (NEF's) and Accessing Free Looks of Court Documents and Notices By Email

### Overview

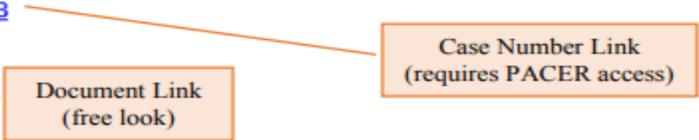
An emailed Notice of Electronic Filing (NEF) is automatically generated by the court's system for every event docketed in CM/ECF, including sealed events. The NEF identifies the date and time of filing, case name, case number, filer, document number, docket text, e-mail recipients and case participants who do not receive electronic notice. When one or more documents are attached to the event, the NEF also displays the document description and electronic document stamp. Pro se parties that consent to email notification are permitted to view PDF (portable document files) documents filed in their case without charge on a one-time basis. The "free look" is available only: to consenting case participants, through email generated by CM/ECF, on a one-time basis, for 15 days.

### Sample Notice of Electronic Filing

#### 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](#)



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, secondary@example.com

### Free Looks

While the main document and all attachments are available for free, access to the docket sheet is not free. Clicking on the [Case Number](#) hyperlink in the NEF prompts the user for a PACER login to access the docket sheet. If you log into PACER, additional fees may apply. Use a single left click on the [Document Number](#) hyperlink to bypass the PACER login screen for one free look at the document. **DO NOT DOUBLE CLICK THE LINK.** 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 may apply). **For this reason, recipients are encouraged to save or print the PDF documents and the NEF.** You cannot forward an email to obtain additional free looks. Once the document has been accessed through the hyperlink, there are no additional free looks.

**IMPORTANT NOTE:** Some NEF's for court issued EO's (text-only orders) and Notices of Hearing may only include important [Docket Text](#). The [Document Number](#) will usually be the color black and will not be underlined. In this case, there is no hyperlink to PACER or pdf document attached, print or save the NEF for your records.

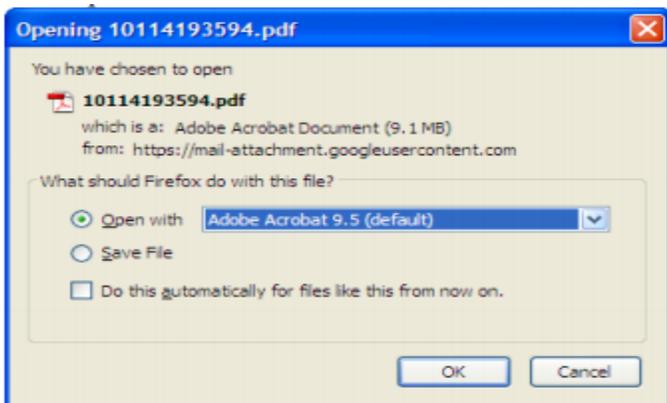
## **Best Practices for Viewing, Saving, and Printing NEF's**

### **1. Recommended Web Browsers**

To view documents contained in hyperlink the court recommends using the latest version of Mozilla Firefox or Internet Explorer. The court does not recommend Safari. Apple users should use Firefox. When using an email client such as MS Outlook set your default browser to one that is recommended by the court. When using an email client your free look should launch or open directly into your browser. When using webmail, such as Gmail or Hotmail, set your default browser to one that is recommended by the court. If you need to reset your browser to one that is recommended, in the browser settings, on the main menu bar go to **TOOLS, INTERNET OPTIONS**, and select the **PROGRAMS** or **ADVANCED** tab, select **MAKE DEFAULT**, click **OK**.

### **2. Installing Adobe Acrobat Reader**

Adobe Reader is a free software program that is used to open, view, and print PDF documents. To download Adobe Reader visit [www.adobe.com](http://www.adobe.com). You may need to set Adobe Reader to display in your internet browser. In Adobe, go to **EDIT, PREFERENCE**, on the left side click on **INTERNET**. Check the box **DISPLAY PDF IN BROWSER** and click **OK**. When presented with the following type of window below, instead of having the document automatically open in your browser, select **OPEN WITH (Default)**. Default should be set to Adobe Acrobat Reader.



### **3. Pop Up Blockers, Allow or Unblock**

Pop up blockers may prevent you from obtaining your free look. The procedure for disabling pop-up blockers varies depending upon the user's browser. On the main menu in Mozilla Firefox, select **TOOLS, OPTIONS**; then go to the **CONTENT TAB** and make sure the checkbox labeled **BLOCK POP-UP WINDOWS** is unchecked, click **OK**. In Internet Explorer select **TOOLS, INTERNET OPTIONS**; then click on the **PRIVACY TAB** and make sure that the checkbox **TURN ON POP UP BLOCK**, is unchecked, click **OK**.

## **4. Clear Your Internet Cache**

Deleting files stored in your cache can significantly improve the speed and performance of your internet browser to ensure access to your free looks. On the main menu in Mozilla Firefox, select **TOOLS, PRIVATE DATA**; check the following boxes to clear the data for: **BROWSING HISTORY, SAVED FORM, SEARCH HISTORY, CACHE, COOKIES, and OFFLINE WEBSITE DATA**, click the box **CLEAR PRIVATE DATE NOW**, and click **OK**. In Internet Explorer select **TOOLS, INTERNET OPTIONS**, click on the **GENERAL** tab; under **BROWSING HISTORY**, select all boxes except **FORMS, and PASSWORDS**, click **DELETE**.

## **Sealed Documents and Locked Transcripts**

Access to sealed documents and locked transcripts are only viewable to court users. Parties to the case will continue to receive NEF's, however a free look is not permitted. You will continue to receive sealed documents in paper form to your address of record. Transcripts are locked for 90 days after filing and must be purchased through the court reporter. Locked transcripts may be viewed on the public terminals located in the clerk's office free of charge, but they cannot be printed until the restriction is lifted. Some civil case types, such as Social Security Appeals and Immigration cases are always sealed and not available on PACER.

## **Pacer Information**

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district and bankruptcy courts at \$0.10 per page. The cost to access a single document is capped at \$3.00, the equivalent of 30 pages. The PACER service center bills quarterly however, fees are waived when usage is less than \$15.00 for the quarter (to be increased to \$30.00 1/2020). There is no cost to register. Complete the online PACER registration form via PACER.gov. For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7 to 10 business days for mail delivery. Pacer is available to everyone.

## **Clerk's Office Help Desk**

If you are still unable to access your free look after attempting the following recommendations, please contact the clerk's office at 808-541-1890. The clerk's office can verify your email address and regenerate the NEF if necessary.