



COPIES CAN NOW BE OBTAINED ELECTRONICALLY VIA THE INTERNET

To request copies of documents via the internet, send your request to the following e-mail address ecfhelp@njd.uscourts.gov. Please provide the case name, case number and the document(s) you are requesting.

Most documents requested in this manner will be available for downloading within 48 hours of receipt of the request through the Court's web-site. Our web-site address is <http://pacer.njd.uscourts.gov>. You will need a PACER account to access the documents.

PACER (Public Access to Electronic Records) is a fee for use service offered by the Administrative Office of the United States Courts. The fee has is set by the Judicial Conference at \$.08 per page fee, and no more than \$2.40 when reviewing a document over 30 pages¹. The fee does not apply to opinions which are available through PACER free of charge and the fee is waived for usage amounting to less than \$10.00 per year. If you do not have a PACER login, contact the PACER Service Center at (800)676-6856 or (210)301-6440 to register for an account. You may also register for a PACER account on-line at <http://pacer.psc.uscourts.gov>.

To access the copies electronically -

1. Log onto the court's website <http://pacer.njd.uscourts.gov>.
2. Click on the CM/ECF/PACER System hyperlink.
3. Enter your PACER login and password.
4. Select **Reports** from the main menu bar. Click on the **Docket Sheet** hyperlink.
5. Enter the case number and click on the **Run Report** button.
6. The docket sheet will be displayed. Click on the document number of the document you wish to view. (The document number should be **blue** and underlined, indicating it is a hyperlink. If the document number is not **blue** and underlined, the document has not been scanned and is not yet accessible).
7. A PACER Service Center Transaction Receipt screen will appear. Press the **View Document** button.
8. The document will appear and you can print and/or save the document from this screen.

¹If, for any reason, the court cannot provide copies over the internet, you will be contacted and the requested documents will be photocopied and mailed, or made available for pick up, at a charge of \$0.50 per page.