

United States District Court
Northern District of Texas
Office of the Clerk

Instructions for Accessing Document Images in Criminal Cases
September 2003

The Northern District of Texas has implemented the new case management system for the federal judiciary. The new case management system, in keeping with the Judicial Conference's Policy on Privacy, limits access to electronic images in criminal cases to the attorneys of record in the case. Only the attorneys of record will have access to the images in criminal cases. Attorneys of record will need to follow the procedure listed below to access electronic document images in criminal cases.

Instructions

1. Obtain a court login and password from the Clerk's Office. The information may be obtained by faxing a letter requesting the access to Attorney Admissions at 214-753-2266. The attorney should include information on whether they represent parties in pending criminal matters. The attorney should include the last four digits of their social security number. Attorneys will be contacted by the Clerk's Office with their logins and passwords.
2. Access the Internet website for the Northern District of Texas at www.txnd.uscourts.gov.
3. On the opening page of the website, left click on the Docket Sheets button in the Court Records drop down box.
4. Left click on the Public Case Information hyperlink on the CM/ECF System page.
5. Enter the login and password obtained from the Clerk's Office of the Northern District of Texas.
6. Once in the system, docket sheets may be accessed by left clicking on the Query button.
7. At this point, a second login and password screen will appear. Enter the PACER login and password for your organization.
8. The user will now have access to the criminal docket and images.

If you are accessing a criminal case image through the Notice of Electronic Filing, begin with Step 5.

*All problems and questions should be directed to the
Quality Assurance Department at 214-753-2190.*