



TIPS FOR MEDIA ACCOUNT USERS

- PACER
- E-Mail Notification of Filings
- Free Written Opinions



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ALASKA

Online Access to Court Records for U.S. District Court for the District of Alaska

PACER

Online access to court records can be obtained through PACER. PACER contains docket sheets for nearly all civil and criminal cases filed in the federal court in the District of Alaska since 2006.

Fees apply for most documents (currently 8 cents per page with a maximum charge of \$2.40 per document.) For further information on obtaining a PACER account or questions regarding PACER fees contact:

PACER Service Center
P.O. Box 780549
San Antonio, TX 78278
(800) 676-6856 or (210) 301-6440
<http://pacer.psc.uscourts.gov>

Members of the media may receive e-mail notification of filings in individual cases. To establish an e-mail notification account, media members must submit a completed Media Account Application.



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ALASKA

Setting Up E-Mail Notification

Users can receive email notification of all electronic filings in cases in which they are interested by setting the automatic e-mail notification in their user account. This is done by the following method:

- Access the “LIVE” system.
- Click on **Utilities** on the blue tool bar in ECF.
- Click on **E-Mail Information**.
- Enter your **primary e-mail address**
- To add additional E-Mail addresses, fill in the field, click on **add a new e-mail address**. Once you get a valid address in the field, additional information will appear. **See Figure Number 1.**
- You can select the type of Delivery Method you would like to receive. Those categories are **Send A Daily Summary Report or Send a Notice for Each Filing**. A Daily Summary is sent to you at the end of the day (after midnight) and a Notice for Each Filing gives notice the exact time something is filed. The summary has no fee; however, accessing the documents from the summary will incur PACER costs.
- To add specific cases, at the Case-specific options enter the case number(s) you would like to be noticed on **See Figure Number 2.**
- Once you have added the case number, click on **Find This Case**.
- When the case is found click on **Add case(s)** and the case(s) will be added to the “These cases will send notice” box.
- After you enter all your information, click on **Submit all changes** and **Submit** button.
- To verify the cases you will receive notice on click on **View/Hide case list**.

Figure 1

ECF Civil Criminal Query Reports Utilities Search Logout ?

Email Information for Media

Registered e-mail addresses

Primary e-mail address:
mediaaccount@gmail.com

Secondary e-mail addresses:
[add new e-mail address](#)

Submit all changes Clear

Configuration options

mediaaccount@gmail.com

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Show all cases for this e-mail address (Copy case lists from here)

Figure 2

Case-specific options

Add additional cases for noticing

3:10-cv-00003 Find This Case

These cases will send notice *per filing*. (default method)

3:10-cv-00001-TMB United States of America v. Mitchell (closed 04/12/2010)
3:10-cv-00002-RRB Holmes v. Cornerstone Credit Services, Inc et al (interest)

Remove selected cases

Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases

Change selected cases to notice per filing



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ALASKA

Obtaining Written Opinions

You can easily obtain a listing of written opinions issued by the Court after January 3, 2006, as well as copies of the documents themselves, for free. Simply follow these instructions.

1. Log into the Court's CM/ECF system using either your CM/ECF Media Account or PACER account.
2. Click on **Reports**.
3. If you have logged in using your CM/ECF Media Account, you may be asked for your PACER information here. Enter it.
4. Click on **Written Opinions** under Civil and Criminal Reports.
5. The Written Opinions Reports screen will provide you with a variety of selection criteria to help you refine your search including: Case Number, Office, Nature of Suit, Case Type, Cause, Case Flags, etc. as shown in the screen shot shown on the next page. Keep the default values for most of the times as they are. Change only those values which meet your specific search.

If you were looking for a written opinion in FOIA Cases for a period of time filed during the month of May, you would enter in the field as such.

In the file between field, enter the following data:

1/1/2010 and 5/1/2010

In the cause field, enter the following data:

05:0552fi (05:552 Freedom of in...)

6. Click on **Run Report**.

The system then provides you with a list of Written Opinions for that selection criteria.

NOTES: Written Opinions are defined by the Judicial Conference as "any document issued by a judge of a Court sitting in that capacity that sets forth a reasoned explanation for a Court's decision. The responsibility for determining which documents meet this definition rests with the authoring judge."

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of suit by holding down the control (ctrl) key when you click on your selections. Codes for the Nature of Suits are attached herein.

The Filed “to dates” can be set for any range, but the system may only identify Written Opinions issued January 3, 2006 and later.