

# 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 <u>docket sheets</u> 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 <u>Media</u> 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 <u>add a new e-mail address</u>.
  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

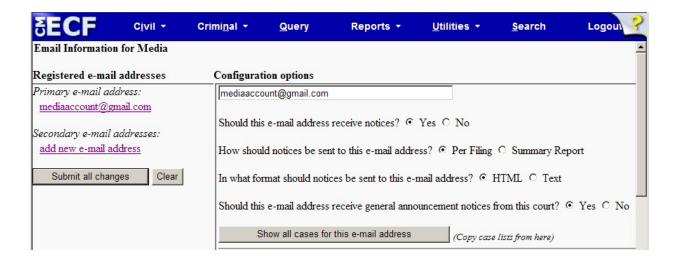


Figure 2

Case-specific options	
Add additional cases for	r noticing
3:10-cv-00003	Find This Case
These cases will send no	otice per filing. (default method)
3:10-cv-00001-TMB Unit	ed States of America v. Mitchell (closed 04/12/2010) nes v. Cornerstone Credit Services, Inc et al (interest)
Remove selected c	ases
Change sel	ected cases to notice as a summary report



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### **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.