

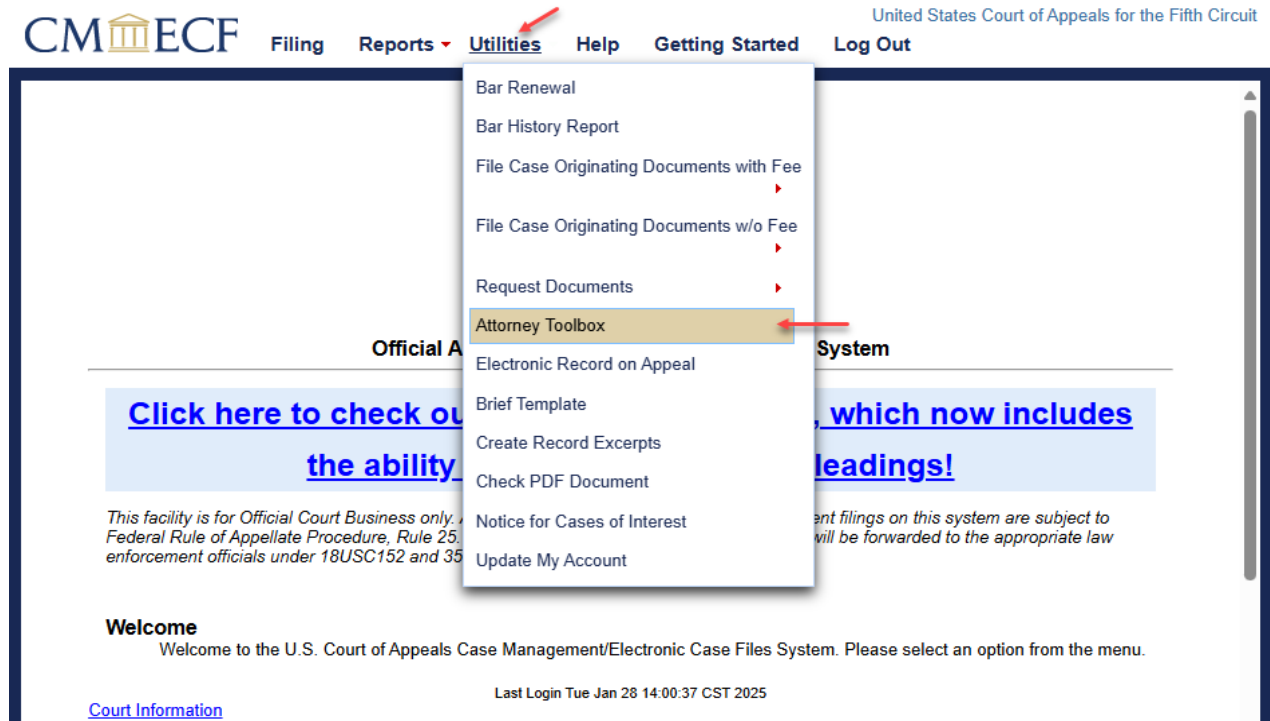
NEXT GEN CM/ECF  
ACCESSING THE ELECTRONIC RECORD



# Accessing the Electronic Record

Counsel must have an Appearance Form on file to access the electronic record on appeal of a case. Instructions on how to file an appearance form are available on our [website](#). Once filed, please allow 3-5 days for processing.


1. From CM/ECF, select the 'Utilities' menu then select 'Attorney Toolbox.'



2. Selecting 'Electronic Records' will display a list of cases that are available for download. To continue, click the case number.



- Click the 'Pages' link to open a volume of the record. To create a collection of multiple volumes, select the checkbox for each volume. Click [Create PDF Portfolio] to create and open the pdf file on your default program. Save the file.


**Attorney Toolbox**  
 United States Court of Appeals for the Fifth Circuit

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Check PDF Document

✕
Record Volumes for 60-50998 -- accepted Jun 12, 2015, 10:07:03 AM

SELECT ALL VOLUMES
REMOVE ALL VOLUMES
CREATE PDF PORFOLIO

Selected	Volume/Document	Action	Pages	Download
<input checked="" type="checkbox"/>	Docket Sheet for 6:03-CR-13...	REMOVE	1 - 10	DOWNLOAD
<input checked="" type="checkbox"/>	▶ Pleadings	REMOVE	11 - 147	DOWNLOAD
<input checked="" type="checkbox"/>	▶ Proceedings Transcribed: Se...	REMOVE	148 - 151	DOWNLOAD
<input checked="" type="checkbox"/>	▶ Proceedings Transcribed: Fin...	REMOVE	152 - 160	DOWNLOAD
<input checked="" type="checkbox"/>	▶ PSR	REMOVE	161 - 183	DOWNLOAD

## Unable to Access the Electronic Record on Appeal

If you are counsel of record and unable to access the Electronic Record on Appeal, your PACER case search status may not be active. To determine your PACER status, follow the steps below.

- Proceed to the [Manage My Account](#) utility at PACER.gov and login with your credentials.
- Case Search Status' must be **Active** to view Electronic Record on Appeals from the Fifth Circuit. Please contact PACER to have this feature activated.



# Manage My Account

<b>Account Number</b>	7088158
<b>Username</b>	kmrtestattorney
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

**Settings**

Maintenance

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