Texas Western District Court Accessing the Initial Presentence Report

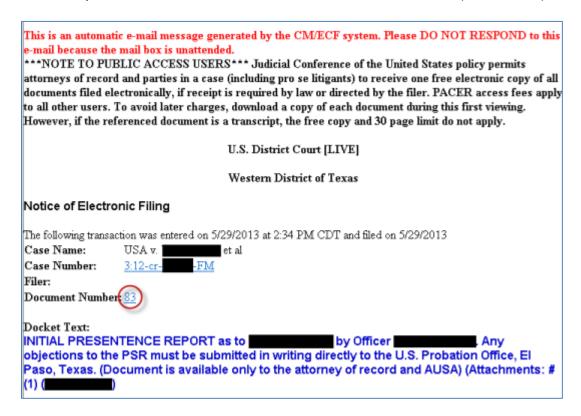
Please follow the step below to access the Initial Presentence Report (PSR) from the US Probation Office delivered to you via the Notice of Electronic Filing (NEF) form the CM/ECF system.

1. You must not be logged into PACER. If you are logged into PACER, you must log out using the "Logout" button on the right end of the blue menu bar.



Do not just close the browser by either exiting or using the "X" in the upper right corner. This will leave the PACER login active and prevent you from viewing the document.

2. In the NEF you received via e-mail, click "once" on the document number (circled in red).



If this is a multi-defendant case and the PSR is not for your client, you will not be able to view the document.

If the NEF does not indicate that the "Document is available only to the attorney of record and AUSA", then this a court only report that is not accessible to you.

3. When you click once on the document number the browser will open to the Texas Western District CM/ECF login page

Support questions for TXW District Court CM/ECF should be directed to the help desk

Forgot Your Texas Western District ECF Login and/or Password?



- 4. You must enter your "E-Filing" login and password on this screen. You must also check the redaction acknowledgement box. Do not use your PACER login.
- 5. After you enter your "E-Filing" login and password, the PSR document should open for you. We recommend you either save or print the PSR at this time. This is your only opportunity to view the PSR and you cannot later view it with your PACER account.
- 6. PSR documents are only available for 10 days from the date you receive the NEF. Please open and print or save the PSR as soon as you receive the NEF.
- 7. If there are any questions regarding the content of the PSR, you must contact the division probation office that issued the PSR.
- 8. If you are having any problem accessing the PSR in CM/ECF, please contact the help desk via e-mail at txwd_ecf_help@txwd.uscourts.gov. The help desk is available Monday Friday between the hours of 8AM and 6PM (central time).