

## 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).

**This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.**

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court [LIVE]  
Western District of Texas

**Notice of Electronic Filing**

The following transaction was entered on 5/29/2013 at 2:34 PM CDT and filed on 5/29/2013

Case Name: USA v. [REDACTED] et al  
Case Number: [3:12-cr-\[REDACTED\]-FM](#)  
Filer:  
Document Number: [83](#)

Docket Text:  
**INITIAL PRESENTENCE REPORT as to [REDACTED] by Officer [REDACTED]. Any objections to the PSR must be submitted in writing directly to the U.S. Probation Office, El Paso, Texas. (Document is available only to the attorney of record and AUSA) (Attachments: # (1) [REDACTED])**

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?](#)**

Authentication - Texas Western District Court

Login:

Password:  [Forgot Password?](#)

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: / names of minor children; financial account numbers; and, in crim This requirement applies to all documents, including attachment**

**<--- By checking this box, I acknowledge I have read th**

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](mailto:txwd_ecf_help@txwd.uscourts.gov). The help desk is available Monday – Friday between the hours of 8AM and 6PM (central time).