

VIEWING TRANSCRIPTS IN CM/ECF:

Please follow the instructions below to view a transcript document on CM/ECF once you have purchased the transcript.

NOTE: You cannot view a transcript document via the NEF (Notice of Electronic Filing).

In order to view a transcript document, go to the CM server, and follow the steps below:

1. Login to CM/ECF using your login and password that you use to electronically file documents. (See Figure 1.) This login is often referred to as your “CM login.” This is the login and password issued when you signed up to electronically file documents in our district.

Support questions for CM/ECF should be directed to the help desk at:
txwd_ecf_help@txwd.uscourts.gov

[Forgot Your Texas Western District ECF Login and/or Password?](#)

Authentication

Login:

Password:

client code:

Figure 1

2. Select Reports from the CM/ECF blue menu bar. (See Figure 2.) Select Docket Sheet from the CM/ECF Reports option list.

ECF Civil Criminal Query Reports Utilities Search Logout

The following CM/ECF contact information is on file with the U.S. Courts in the Western District of Texas. Each registered user is responsible for verifying their address, telephone number, and internet e-mail address. This information must be current to ensure timely electronic noticing of case activity.

ADDRESS INFORMATION: UPDATE			
Office/Firm:	Offices of Test One Attorney 8675309		
Unit/Division:	Clark Building #222		
Address:	159 West Coast Avenue		
Address 2:	Suite 104455		
Address 3:	Room 688		
City:	San Francisco	State:	CA
Zip:	78888	Country:	US
Phons:	210-867-5409	Fax:	210 555-1234

E-MAIL ADDRESS NOTIFICATION: UPDATE	
Primary E-Mail:	<input type="text"/>
Courtesy E-Mail #1:	<input type="text"/>
Courtesy E-Mail #2:	<input type="text"/>

PASSWORD ANNOUNCEMENTS:

N/A

[Click Here to Change your Password!!!](#)

Figure 2

3. Next, the system will display a new login screen, prompting you to enter your Pacer login and password. (See Figure 3.) Please enter the login and password that you use to view docket sheets, and perform other queries.

PACER Login

See TIP below to find out how checking this box can help you.

PACER login and password. If you do not have a PACER login, you may register online at <https://www.pacer.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in each time you log in as a filer, check the box below.

Make this my default PACER login

After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

Login:

Password:

Client code:

Figure 3

4. Enter the case number, and run a docket sheet. You may then scroll down the docket report until you see the transcript. Next, click on the document link for that transcript, and view the transcript.

NOTE: This procedure is quite different from the normal procedures utilized to view documents. However, the reason for this difference is that the system must use your CM/ECF login and password to validate your access to the transcript.

TIP: If you always use the same PACER account, in Figure 3 above, check the box that says “**Make this my default PACER login.**” Once you have checked this box, each time you log in with your ECF login and password (i.e., the login you use to electronically file documents) the system will automatically log you into PACER. This will allow you to view transcripts without entering your PACER login and password.

Please note that if you link your Pacer account to your CM/ECF login, your PACER account will still be charged when you view reports or view documents that require a fee. This will occur even though you are not prompted to enter your PACER login and password.