

# Accessing the System Login/Logout

## How to Access the System

Users can access the system via the Internet by going to <http://ecf.laed.uscourts.gov> or, you may go to the Eastern District of Louisiana web site at [www.laed.uscourts.gov](http://www.laed.uscourts.gov) and click on the CM/ECF Live Database link.

A login and password is required to file a document or for training. Select **Document Filing System** to login.

## Logging In

The next screen is the **login** screen.

**CM/ECF Filer or PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

**Authentication**

Login:

Password:

client code:

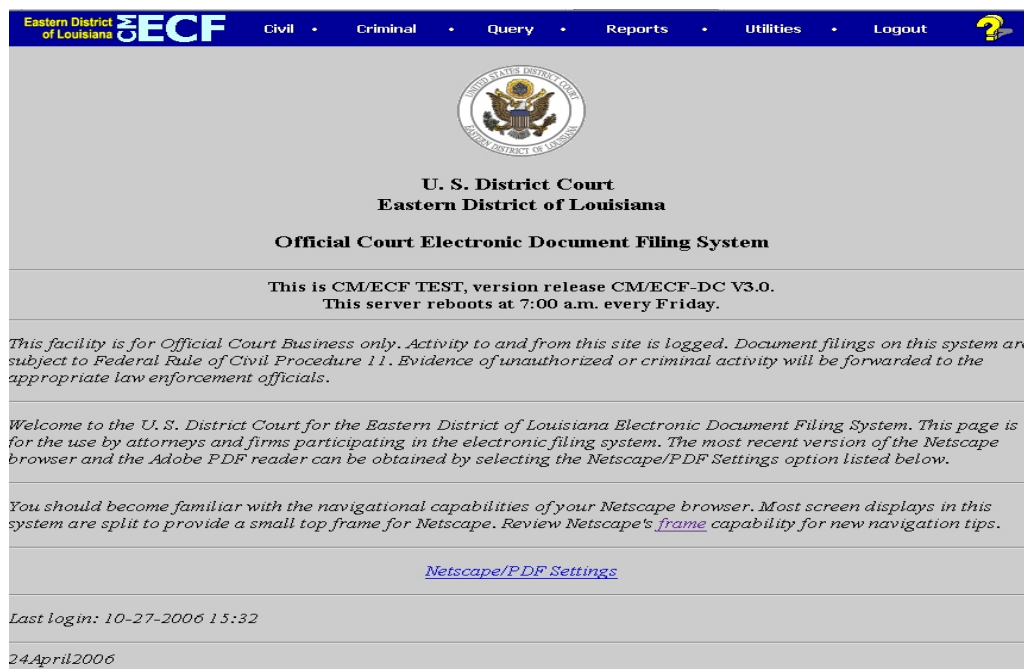
**NOTICE:** An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

Enter your ECF Login and User Password in the appropriate data entry fields. Then click on **Login** to transmit the information to the system. If an error is made before you have submitted the screen, **Clear** allows you to clear the Login and Password entries so they may be re-entered.

If an invalid combination has been submitted, the system responds with an error message. Click on **Back**, then re-enter your login and password.

The entry of a valid login and password combination prompts the system to display the **ECF Main Menu**. Once the ECF Main Menu appears, choose from a list of **hyperlinked** options on the blue bar.



**Note:** The date **you last logged into the system** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's ECF Help Desk at (504) 589-7788 or toll free at (866) 209-7767 as soon as possible.

## **Logging Out**

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click on **Logout** from the ECF menu bar. ECF will log you out of the system and return you to the ECF login screen.

**Note:** Do not click the "X" in the top right corner or click **File - Close**, as you will not be logged out of CM/ECF.