How To Save The "One Free Look" Document

As you know, active CM/ECF participants receive an e-mail notification of all activity in each of their cases. The e-mail notification contains the "one free look" document promised as part of the CM/ECF program. Active CM/ECF participants are currently receiving those e-mails, and viewing those documents. It is advantageous for the recipient to save that document for viewing later without incurring the ten cents per page charge.

These instructions will begin at the point where you are viewing the e-mail message containing the attached PDF document.

Important Note
To be able to save the PDF document as described below, make sure that the Adobe Acrobat program is opening in your Web browser, not as a separate window.

1. Click on the link to the document found within the e-mail.

2. Once the document has opened in Adobe Acrobat, you will find a toolbar similar to the one shown below.

    Note: You must have the full version on Adobe Acrobat in order to save PDF files.
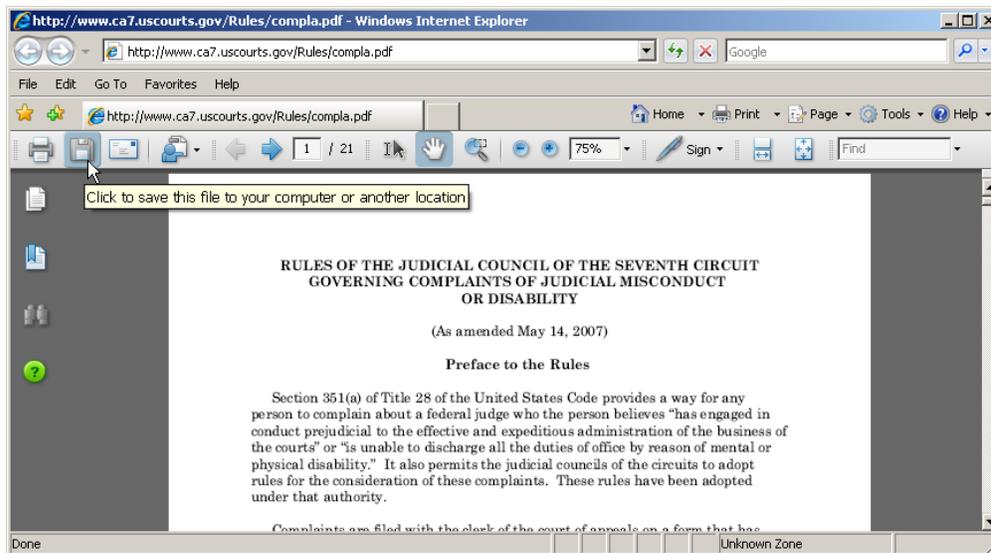
3. You will notice an icon on this screen that looks like a diskette. Click on the icon and you will see the menu displayed in the picture below.
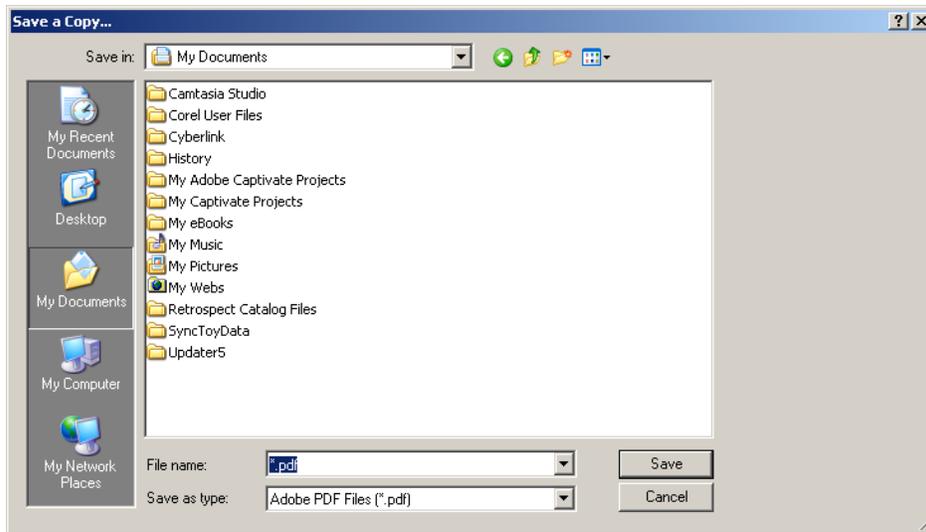
4. At this point, you should click on the ▼, which is next to the box titled "Save in", and browse to the location on your computer where you want the file to be saved.

5. From the box that is displayed, you can navigate through the different drives, and directories until you find the folder of your choice for storing the document. When you have located and clicked on the correct folder, provide a file name for the document in the line labeled "File name." Then click on the "Save" button at the bottom right of this box, and you will be returned to the previous screen. The document will then be stored in the designated place. The determination of where to store the saved document is up to you as the user.
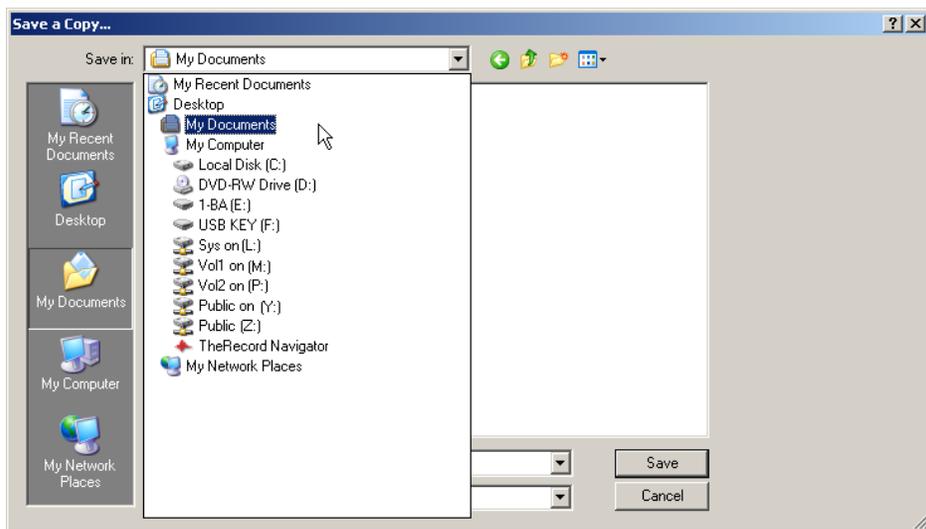
6. You may now view the document at a later time without incurring the fee imposed by PACER.