

How to Save a “One Free Look” Document

Registered CM/ECF filers receive e-mail notifications of activity in every case they participate in. The e-mail notification contains the “One Free Look” document as part of the CM/ECF program. The court recommends registered filers to save the document to view or print at a later time.

Once an e-mail notification is received, follow these steps to save the “One Free Look” document.

1. Click on the hyperlink to the document found in the e-mail notification. The document will load into Adobe.
2. Click on the diskette icon located on the toolbar.
3. In the *Save a Copy* box, designate the drive and directory to save the file and then name the file.
4. Click the *Save* button.
5. You can now view or print the document at a later time.