

Set Up E-Mail Notification

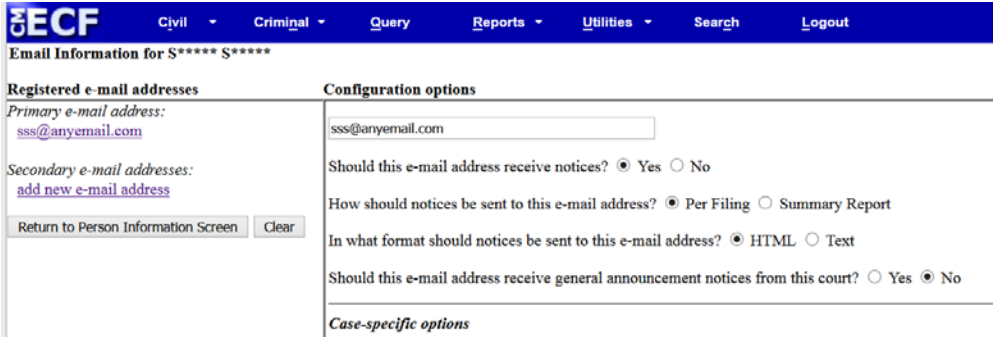
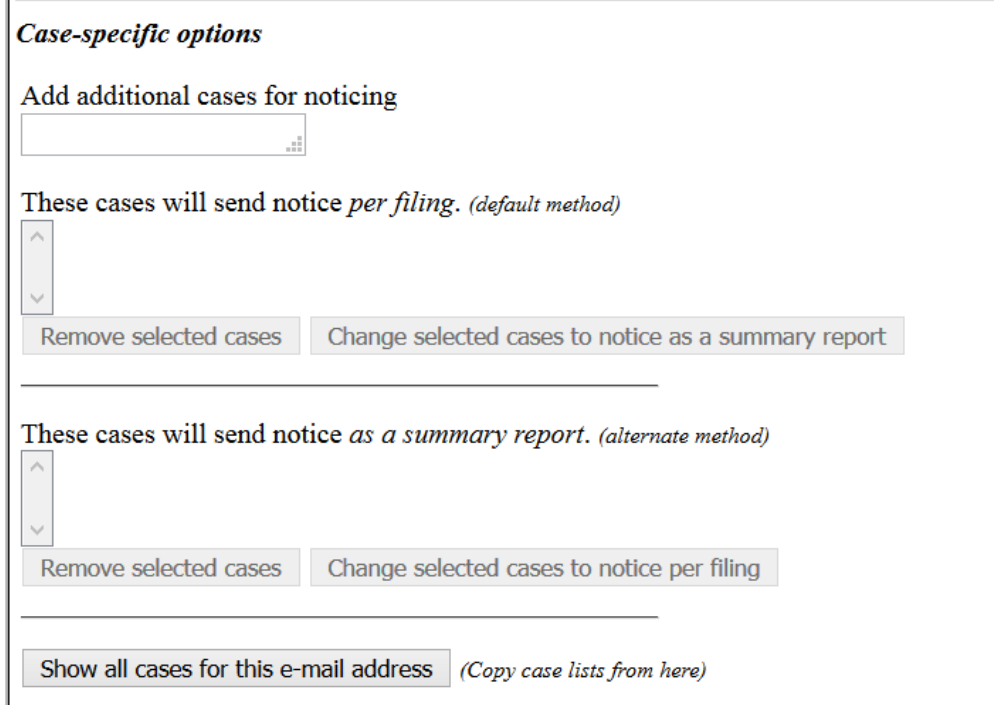
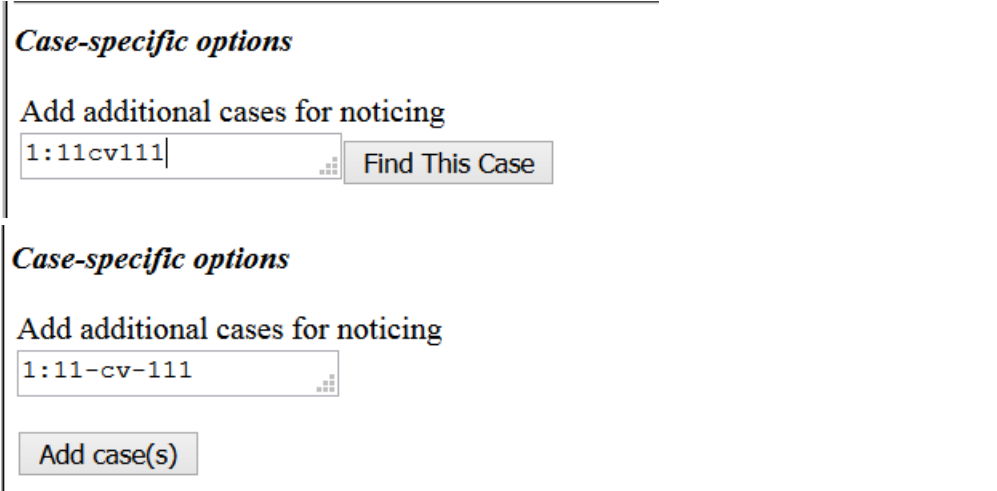
Background

The following procedure will assist you in creating, updating and maintaining primary and secondary e-mail accounts as well as requesting e-mail notification on cases in which are not involved but would like to receive notification.

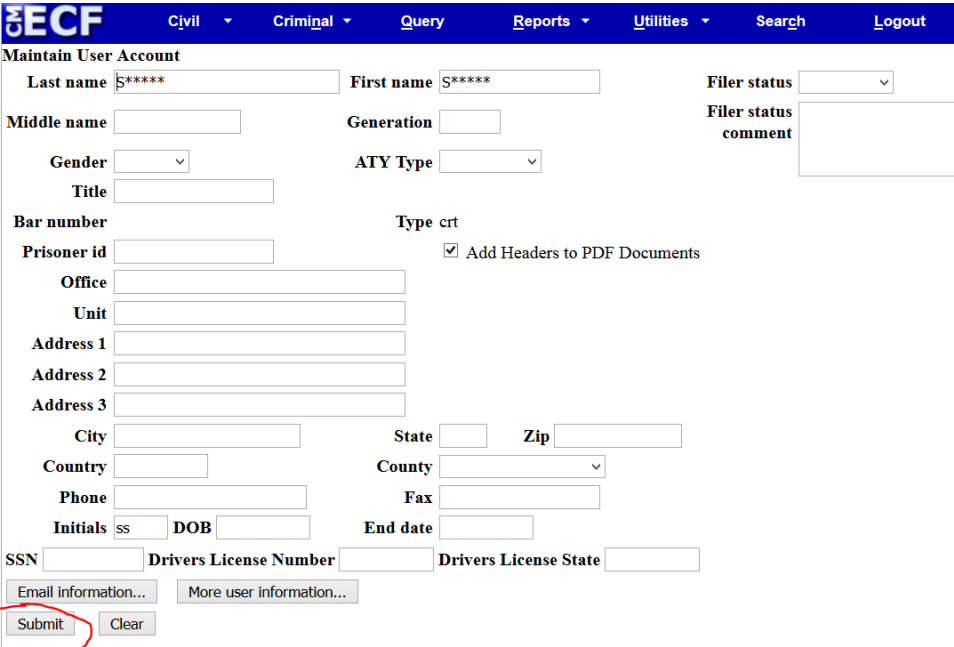

Procedure

Once you have logged into CM/ECF, you can add and remove cases and/or email addresses as follows:

Step	Screen
<p>1. Go to Maintain Your Account</p>	 <p>The screenshot shows the ECF website navigation bar with the 'Utilities' dropdown menu open. The menu items are: Your Account, Miscellaneous, ECF Login, Maintain Your Account, Change Client Code, Change Your PACER Login, Review Billing History, and Show PACER Account. The 'Maintain Your Account' option is highlighted by the mouse cursor.</p>
<p>2. Click on the Email Information button</p>	 <p>The screenshot shows the 'Maintain User Account' form. The 'Email information...' button is circled in red. Other fields include Last name, First name, Middle name, Generation, Gender, Title, Bar number, Prisoner id, Office, Unit, Address 1-3, City, State, Zip, Country, Phone, Fax, Initials, SS, DOB, End date, SSN, Drivers License Number, and Drivers License State.</p>
<p>3. Click on the link under Primary e-mail address to enter or edit e-mail configuration</p>	 <p>The screenshot shows the 'Email Information for S***** S*****' page. Under the 'Registered e-mail addresses' section, the link 'add new e-mail address' is circled in red. The 'Configuration options' section contains the text: 'Please enter a primary e-mail address. Configuration options are not available and additional addresses are not active without a primary e-mail address.'</p>

Step	Screen
<p>4. The top right portion shows the configuration options available for this email account</p>	
<p>5. Case specific options can be added from the lower right portion</p>	
<p>6. To select a case to follow, first enter the case number and click the Find This Case button.</p> <p>Second, click on Add case(s) button.</p>	

Step	Screen
<p>7. The system will display the list of cases in which you will receive notification.</p> <p>If you no longer wish to receive notification, highlight the case and click on the Remove selected cases button.</p>	<p>Case-specific options</p> <p>Add additional cases for noticing</p> <p><input type="text"/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p>1:11-cv-00111-TSB-SKB United States of America et al v. Kempf Surgical Appliances, Inc. et al</p> <p>Remove selected cases Change selected cases to notice as a summary report</p> <hr/> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice per filing</p> <hr/> <p>Show all cases for this e-mail address (Copy case lists from here)</p>
<p>8. To add a secondary e-mail address, click on the add new e-mail address on the left.</p> <p>From here, configuring the account and following cases is the same as described in Steps 4 through 7.</p>	<p>ECF Civil Criminal Query Reports Utilities Search Logout</p> <p>Email Information for S***** S*****</p> <p>Registered e-mail addresses Configuration options</p> <p>Primary e-mail address: sss@anyemail.com</p> <p>Secondary e-mail addresses: <u>add new e-mail address</u></p> <p>Return to Person Information Screen Clear</p> <p>sss@anyemail.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Case-specific options</p>
<p>9. To delete any email address, click on the link and then delete the email address.</p>	
<p>10. Once you are finished, click on the Return to Person Information Screen button.</p>	<p>ECF Civil Criminal Query Reports Utilities Search Logout</p> <p>Email Information for S***** S*****</p> <p>Registered e-mail addresses Configuration options</p> <p>Primary e-mail address: sss@anyemail.com</p> <p>Secondary e-mail addresses: <u>add new e-mail address</u></p> <p>Return to Person Information Screen Clear</p> <p>sss@anyemail.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Case-specific options</p>

Step	Screen
<p>11. Click on the Submit button on the Maintain User Account Screen</p>	
<p>12. You will receive a caution as to how the modifications can affect cases to which you are allowed to have access. Review the screen and then Click on Submit.</p>	
<p>13. You will receive a screen showing that the update was successful, the e-mail configuration and the cases in which you will receive notice.</p>	