E-Mail Notification

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for establishing and editing e-mail notification information.

STEP 1 Click on the Utilities hypertext link on the CM/ECF Main Menu.

STEP 2 The **Utility Options** screen displays.

- Click the Maintain Your ECF Account hypertext link.

STEP 3 The **User Account** screen displays.

- Name, address and other user account information appears. **Please contact the Clerk's office to change information on the User Account screen.**
- Click **[Email Information]**

STEP 4 The **Email Information screen** displays. **(See Figure 1)**

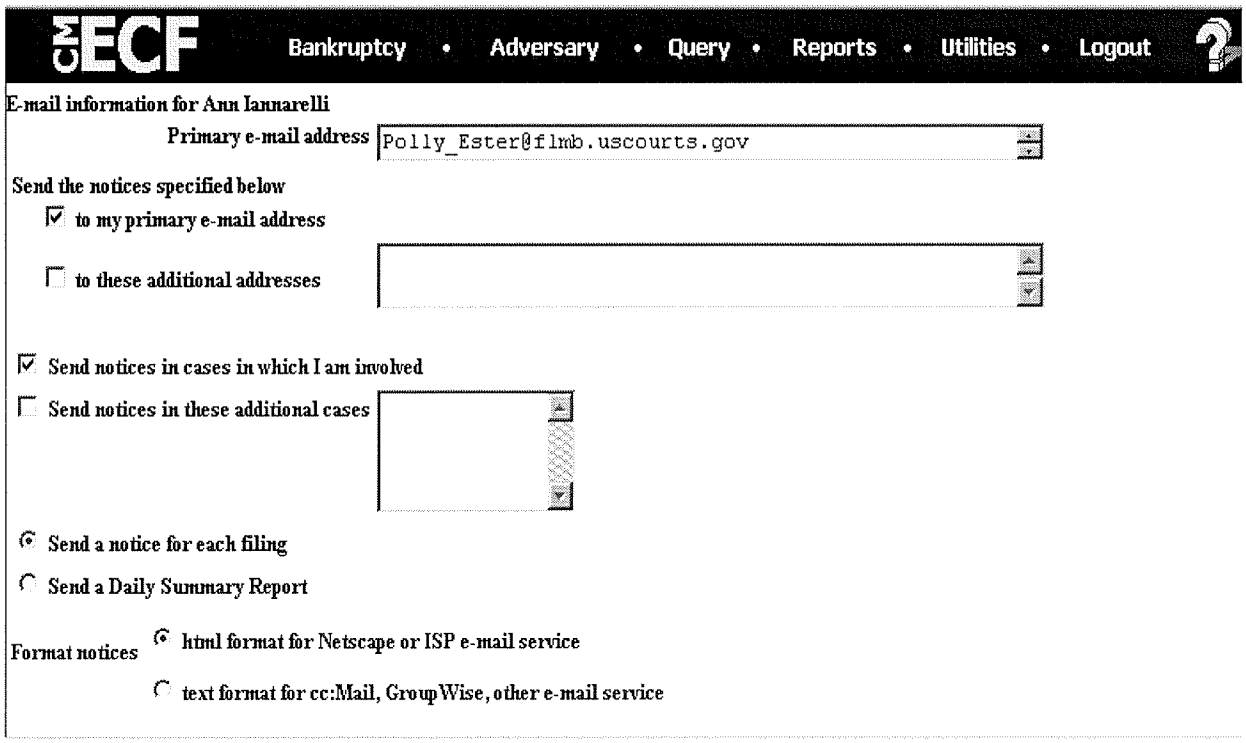


Figure 1

- **Primary e-mail address:** This field will contain your current e-mail address. Edit if necessary.

- **Send the notices specified below:** These two fields allows the entry of additional e-mail addresses to which notices will be sent.

  - **to the primary e-mail address:** To activate the notices this box must be checked.

  - **to these additional e-mail addresses**: Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained).

- **Send notices in cases in which I am involved**: Checking this box will automatically an e-mail notification of filings in all cases in which the trustee is involved.

- **Send notices in these additional cases:** You do not have to be a participant in a case to receive e-mail notification of activity. The Trustee can elect to be notified of activity in cases they have interest in however are not parties to. The case number format is O-YY-TT-NNNNN (This case number list is user maintained).

- **Send a Notice for each filing:** By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.

- **Send a Daily Summary Report**: By checking this box you will receive a one e-mail notification every morning that list in Summary format all case that had activity from the day before. The Summary includes the case number, name, docket text, and hyperlink.

  NOTE: You can not elect to receive both separate notices and summary report.

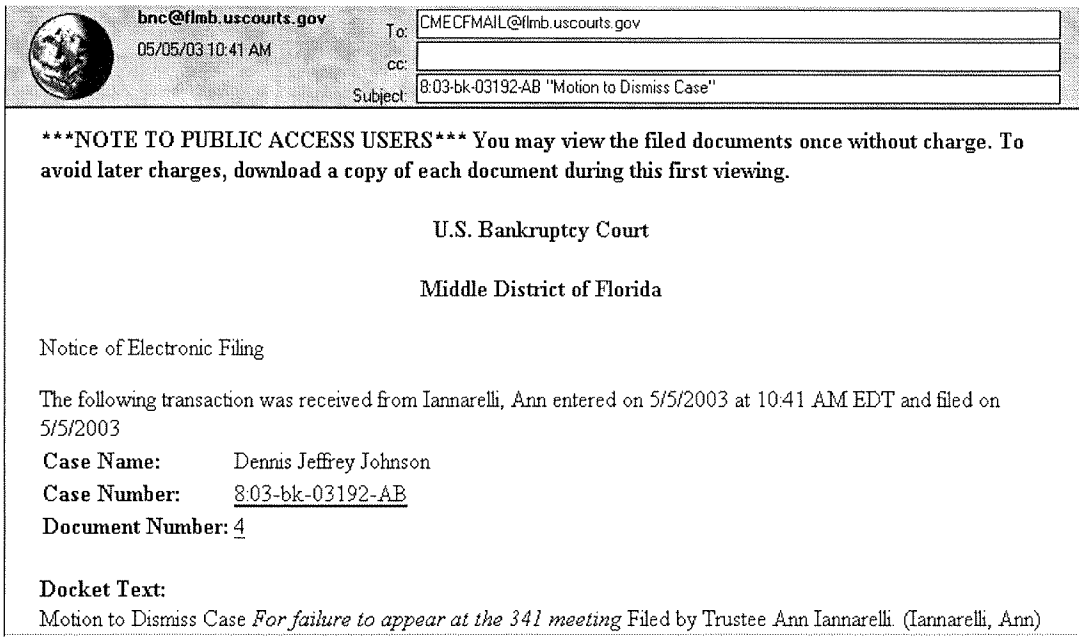
- **Format notices:** You will choose to receive notices in either html or text format. **The option is html format.**

Step 5 If changes have been made to the screen, be sure to click **[Return to Account screen]**

Step 6 At the Account Screen, click **[Submit]** to be sure changes have been saved.

Note: Selecting **[More User Information]** at the account screen allows you to change your password. (Make sure you keep a copy of your password because the Court will not be able to a retrieve it).

- Sample of the Immediate Notification E-mail **(See Figure 2)**



bnc@flmb.uscourts.gov
05/05/03 10:41 AM

To: CMECFMAIL@flmb.uscourts.gov
cc:
Subject: 8:03-bk-03192-AB "Motion to Dismiss Case"

*****NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

U.S. Bankruptcy Court

Middle District of Florida

Notice of Electronic Filing

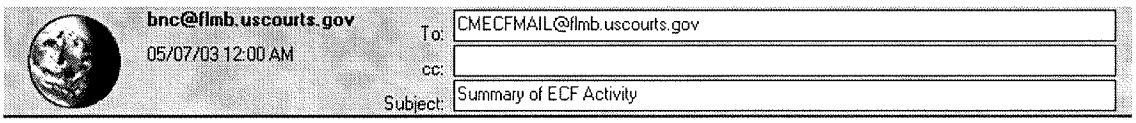
The following transaction was received from Iannarelli, Ann entered on 5/5/2003 at 10:41 AM EDT and filed on 5/5/2003

Case Name: Dennis Jeffrey Johnson
Case Number: 8:03-bk-03192-AB
Document Number: 4

Docket Text:
Motion to Dismiss Case *For failure to appear at the 341 meeting* Filed by Trustee Ann Iannarelli. (Iannarelli, Ann)

Figure 2

- Sample of the Daily Summary E-mail **(See Figure 3)**



bnc@flmb.uscourts.gov
05/07/03 12:00 AM

To: CMECFMAIL@flmb.uscourts.gov
cc:
Subject: Summary of ECF Activity

Activity has occurred in the following cases:

6:03-bk-03394-AB Marion S. Perry
Pro Memo/Report of 341 Meeting - Meeting of Creditors Concluded

Docket Text:
341 Proceeding Memo. Meeting of Creditors Concluded (related document(s)[2]). (Iannarelli, Ann)

8:03-bk-03192-AB Dennis Jeffrey Johnson
Proof of Claim Filed 1
8:03-bk-03192-AB Dennis Jeffrey Johnson
Motion to Dismiss Case 4

Docket Text:
Motion to Dismiss Case *For failure to appear at the 341 meeting* Filed by Trustee Ann Iannarelli. (Iannarelli,

Figure 3