

CHAPTER 4

E-MAIL NOTIFICATION

E-Mail Notification

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for editing the 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.
- ◆ Click **[Email Information]**

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

The screenshot shows the 'Email Information' screen for user Ann Iannarelli. The interface includes a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. The main content area contains the following fields and options:

- E-mail information for Ann Iannarelli**
- Primary e-mail address:** Polly_Ester@flmb.uscourts.gov
- Send the notices specified below**
 - to my primary e-mail address
 - to these additional addresses
- Send notices in cases in which I am involved
- Send notices in these additional cases
- Send a notice for each filing
- Send a Daily Summary Report
- Format notices**
 - html format for Netscape or ISP e-mail service
 - text format for cc:Mail, GroupWise, other e-mail service

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 user 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 user 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, dick [**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)

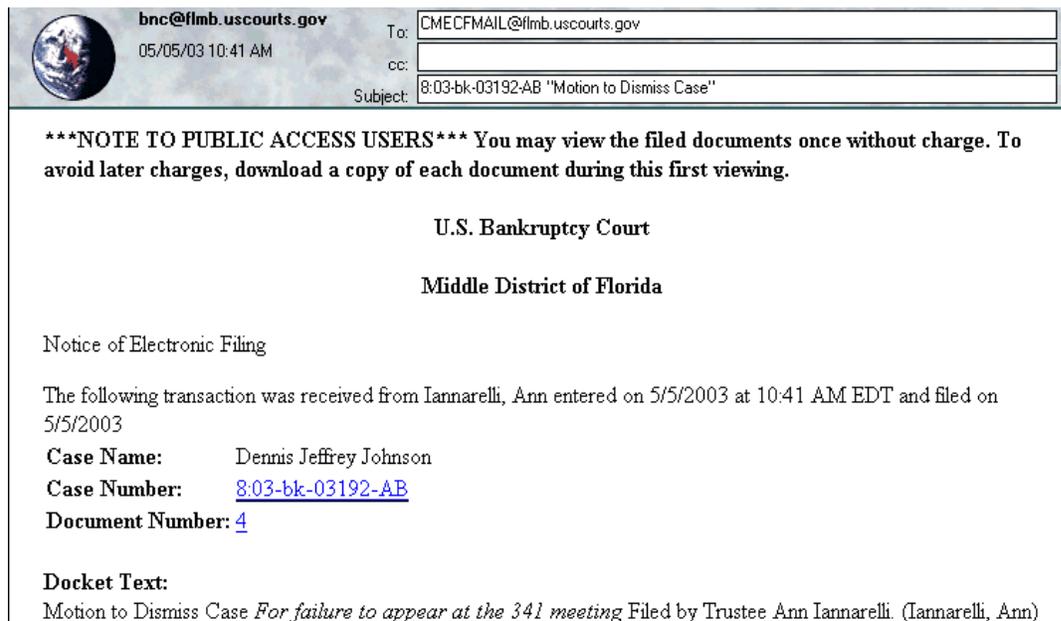


Figure 2

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

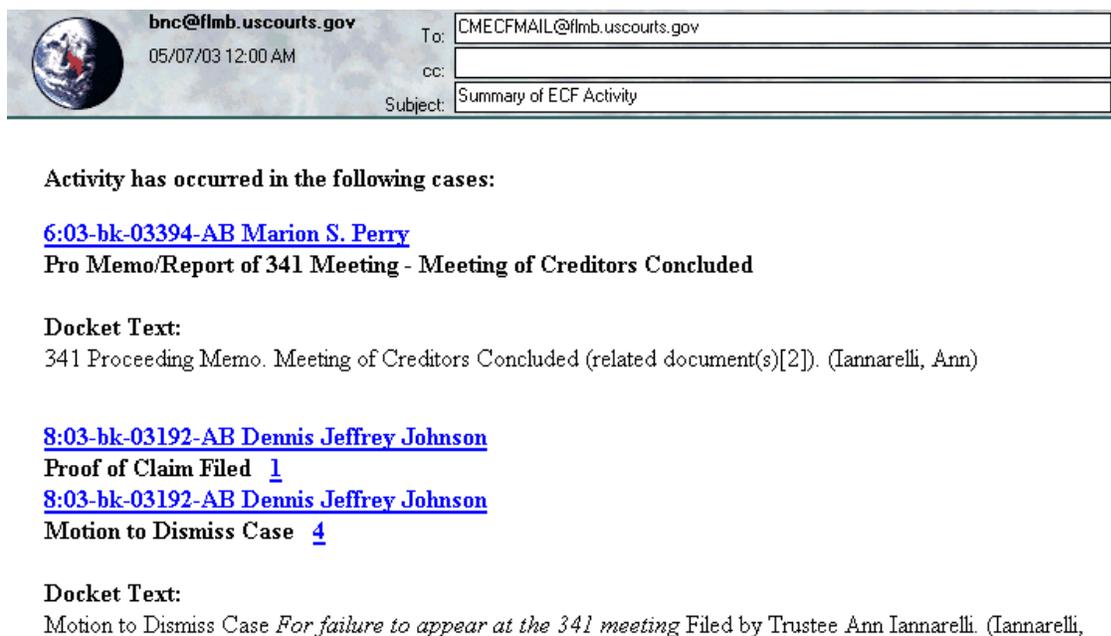


Figure 3