

# **CHAPTER 4**

## **YOUR USER ACCOUNT**



*E-Mail Notification*

*Making Changes to Your User Account*

## 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)

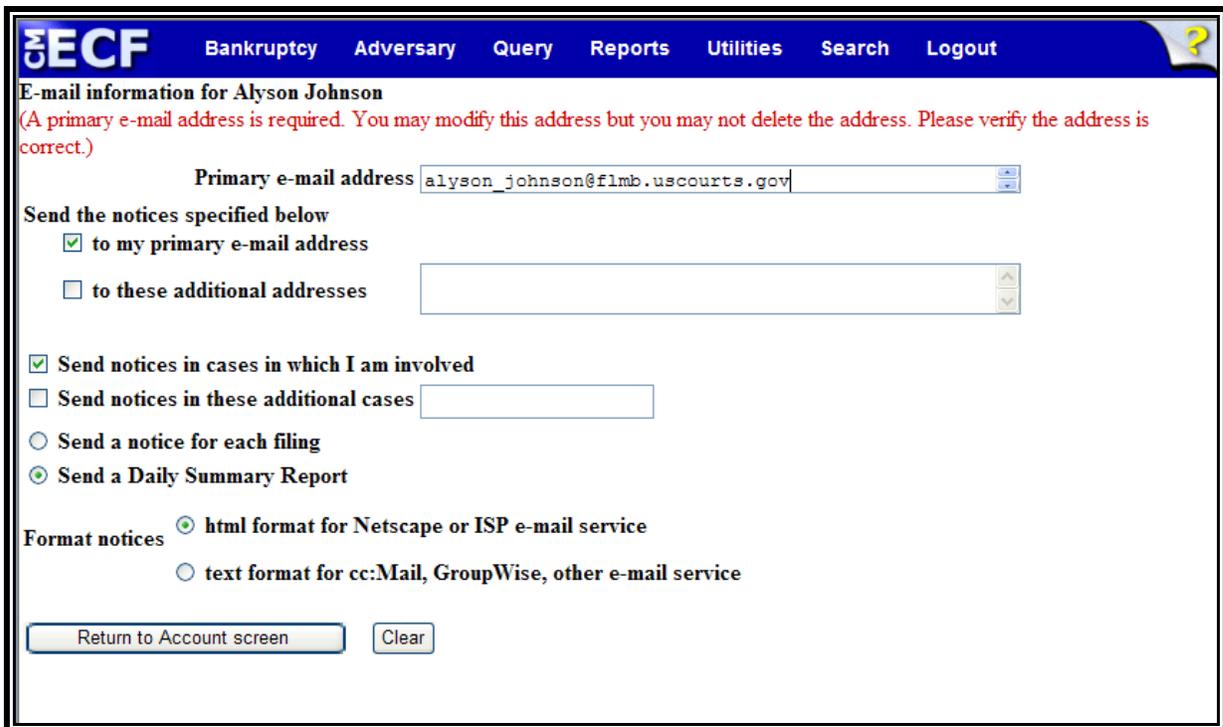


Figure 1

-  **Primary e-mail address:** This field will contain your current e-mail address. Edit if necessary.
-  **Send the notices specified below:** These two fields allow 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, and there is no limit to the number of addresses you may add).
-  **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 lists in Summary format all cases that had activity from the day before. The Summary includes the case number, name, docket text, and hyperlink.

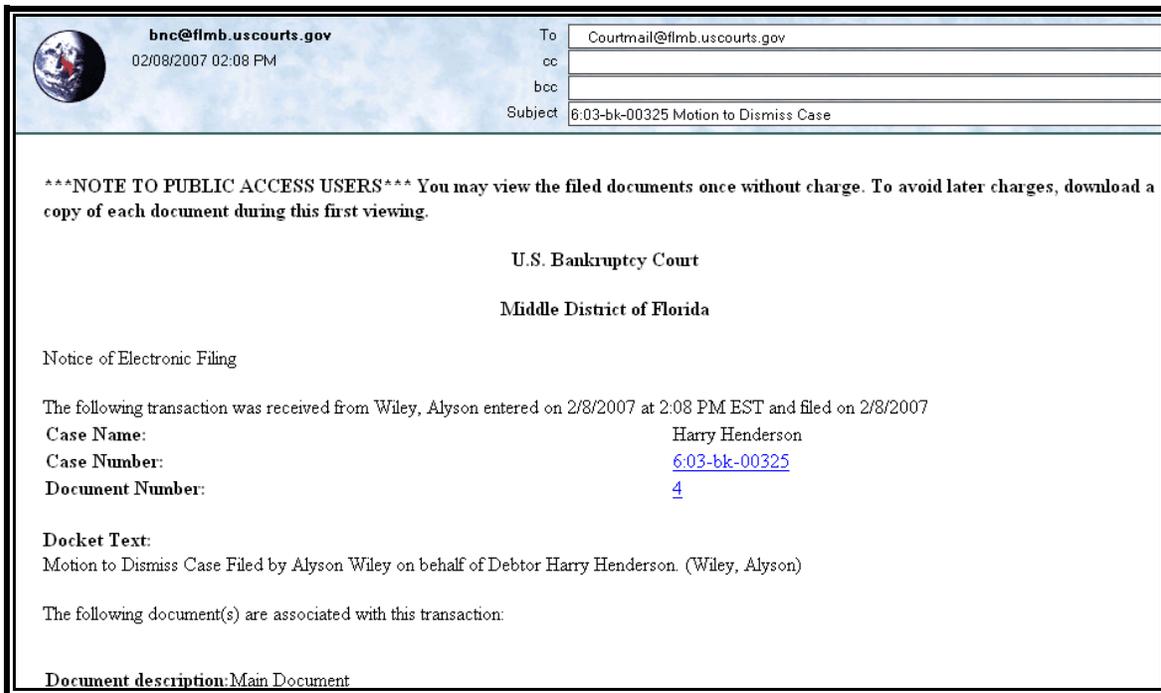
**NOTE:** You can not elect to receive both separate notices and summary report.
-  **Format notices:** You will choose to receive notices in either html or text format. **The default is html format.**

**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. (See following section on Making Changes to Your ECF Account).

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



**Figure 2**

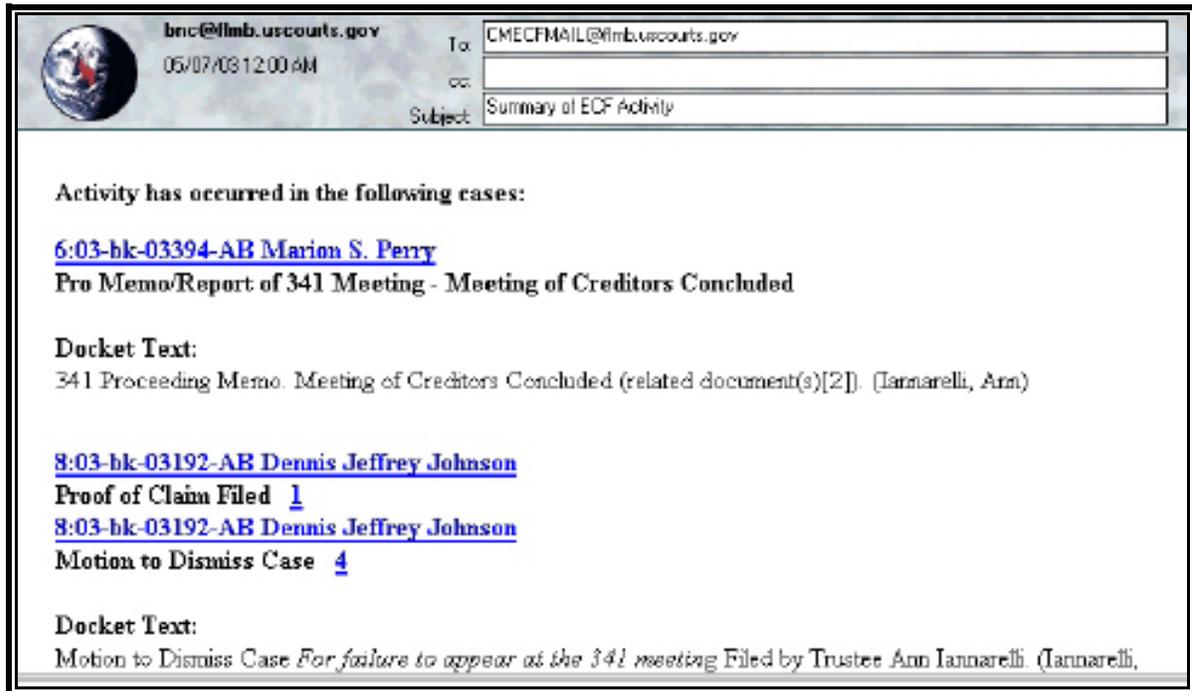
Sample of the **Daily Summary Notification E-mail** (See Figure 3)

Figure 3

## MAKING CHANGES TO YOUR USER ACCOUNT

This module demonstrates the changes you can make to your User Account through CM/ECF. You may opt to change your email address, add additional email addresses, or change your ECF password. (Your login name is static and cannot be changed.)

**Note:** You should **not change your address** in the User Account section. If you need to submit an address change, you should use the forms located at <http://www.flmb.uscourts.gov>

*To change or add email addresses:*

**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 2)

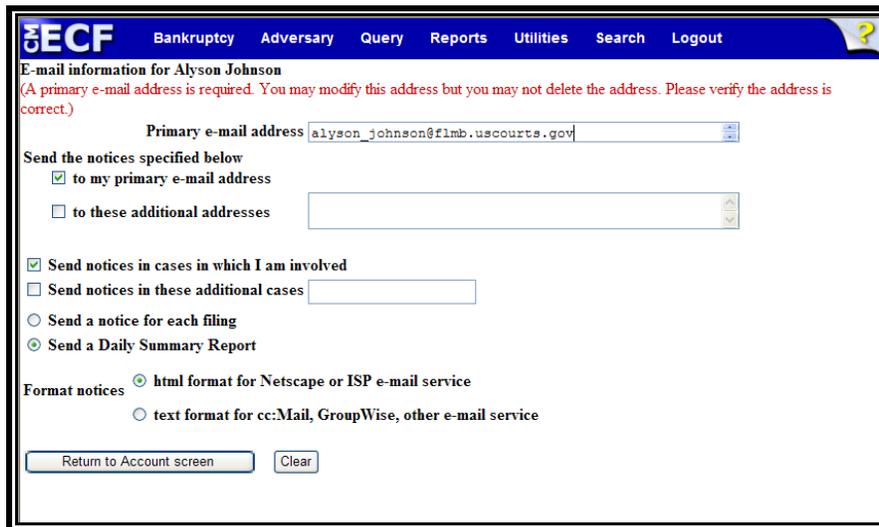


Figure 2

-  To change your address, click inside the Primary e-mail address box, and make the necessary edits or delete and enter your new address.
-  To add additional addresses, type in additional e-mail addresses in the box designated. Separate the addresses with a semi-colon. (This e-mail list is user maintained). **Note:** if you wish to receive notices at those addresses, be sure to check the box next to the text “to these additional addresses”.
-  If changes have been made, click [**Return to Account screen**].

### *To change your ECF password*

- 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 [**More user information**].
- STEP 4** Click inside the **Password** box, delete the text (encoded and shown as asterisks) and type in your new password. Make sure it reads exactly as you want it to read.
- Note:** Keep a copy of your password – the Court will not be able to retrieve it.
- STEP 5** Click [**Return to Account Screen**] to submit.