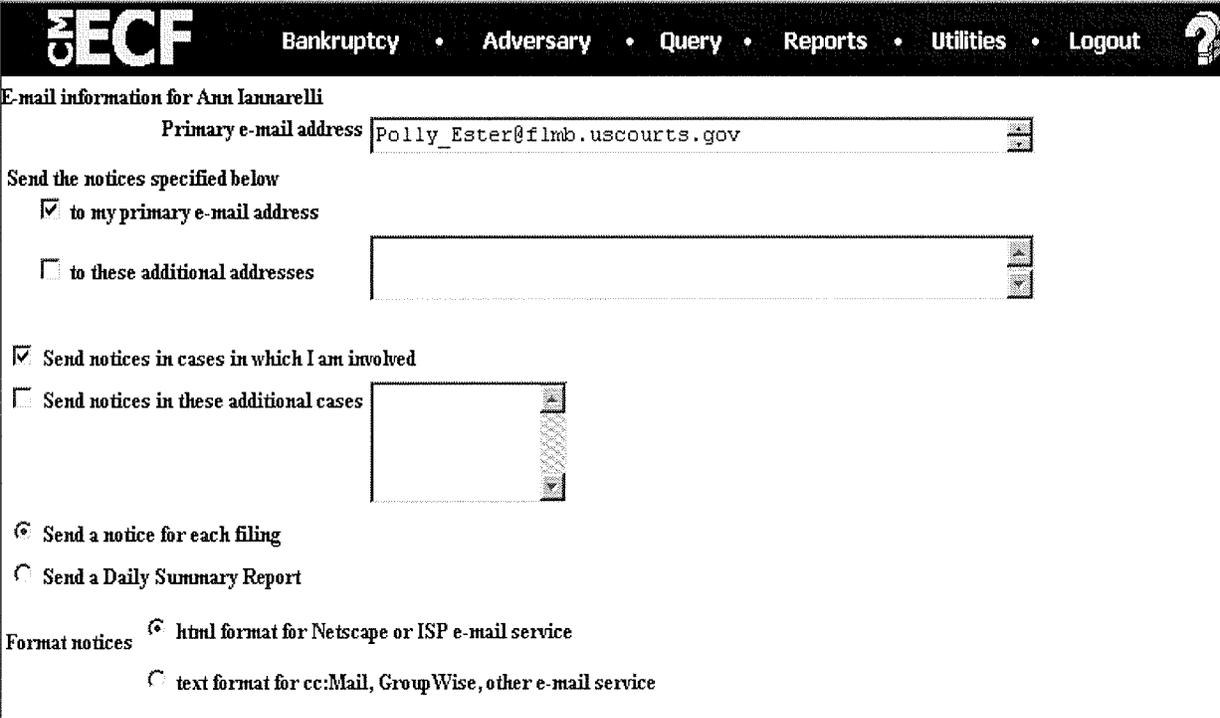


## E-Mail Notification

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)



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

E-mail information for Ann Iannarelli

Primary e-mail address

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, Group Wise, 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 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)

	<b>bnc@flmb.uscourts.gov</b>	To:	CMECFMAIL@flmb.uscourts.gov
	05/05/03 10:41 AM	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)

	<b>bnc@flmb.uscourts.gov</b>	To:	CMECFMAIL@flmb.uscourts.gov
	05/07/03 12:00 AM	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**