CHAPTER 3
EDITING 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 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.

─Click **[Email Information]**

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

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

Figure 1

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

Figure 2

—**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).

Figure 3

—**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)**

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