## 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 <u>Utilities</u> hypertext link on the CM/ECF Main Menu.

STEP 2The Utility Options screen displays.

-Click the Maintain Your ECF Account hypertext link.

STEP 3The User Account screen displays.

Name, address and other user account information appears.

—Click [Email Information]

STEP 4The 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.

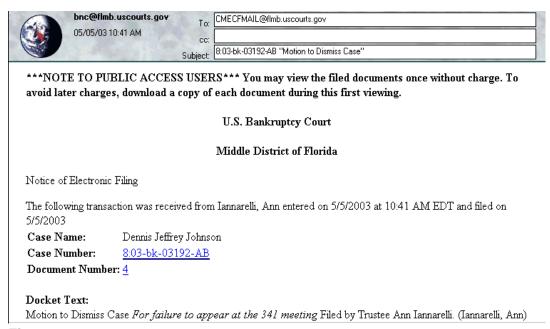
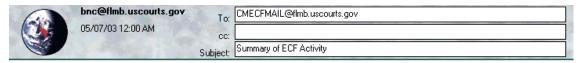


Figure 2

- —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).



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

- —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 5If 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)