

# **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.

The screenshot shows the 'E-mail information for Ann Iannarelli' screen. At the top, there is a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is in the top right corner. The main content area has a title 'E-mail information for Ann Iannarelli' and a text input field for 'Primary e-mail address' containing 'Polly\_Ester@flmb.uscourts.gov'. Below this, there are two sections for sending notices. The first section, 'Send the notices specified below', has a checked checkbox for 'to my primary e-mail address' and an unchecked checkbox for 'to these additional addresses' with an empty text input field. The second section, 'Send notices in cases in which I am involved', has a checked checkbox for 'Send notices in cases in which I am involved' and an unchecked checkbox for 'Send notices in these additional cases' with an empty text input field. At the bottom, there are two radio button options: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report'. Finally, there are two radio button options for 'Format notices': 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service'.

Figure 1

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

	<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**

—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).

	<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**

—**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)**