

# Instructions for adding case(s) to your CM/ECF account to receive NEF notification.

On the menu bar, select **Utilities**. (Figure 1)

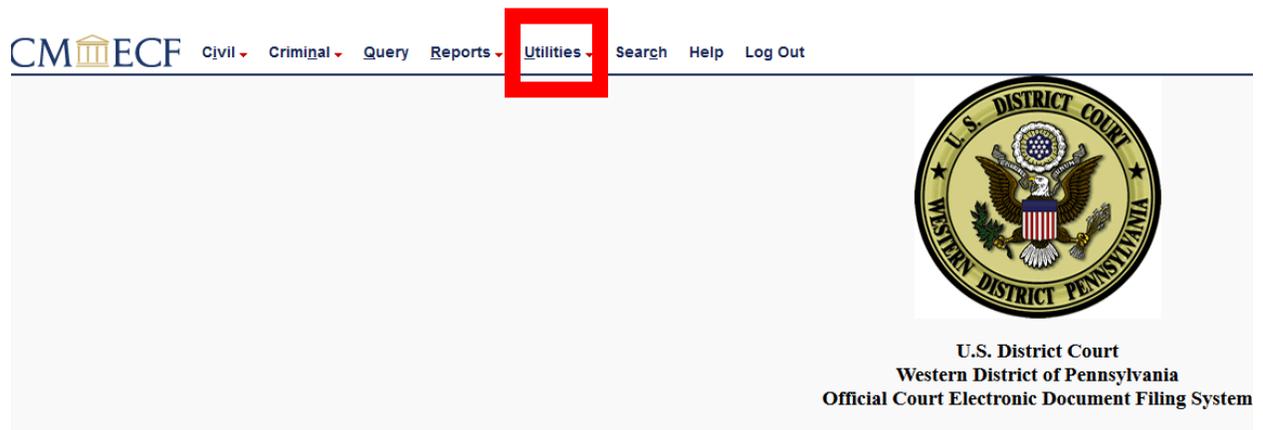


Figure 1

Select **Maintain your Account**. (Figure 2)



Figure 2

Click **Email Information.** (Figure 3)

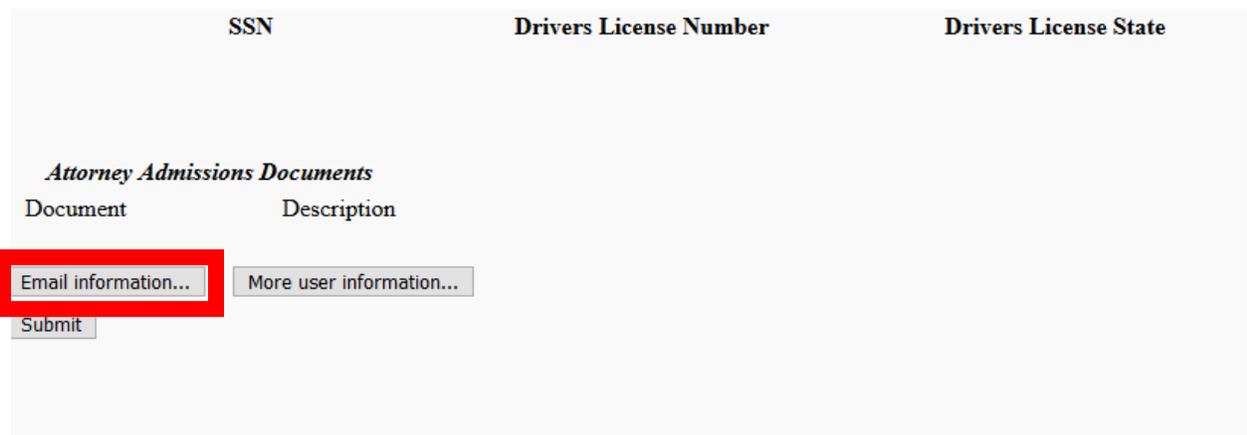


Figure 3

Click on your email address, under **Primary e-mail address.** (Figure 4)

Email Information for [REDACTED]

Registered e-mail addresses

Primary e-mail address:

[REDACTED]@gmail.com

Secondary e-mail addresses:

[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

Configuration options

Select an e-mail address to configure.

Figure 4

After clicking on your email address, an expanded screen appears to the right. (Figure 5)

Email Information for [REDACTED]

Registered e-mail addresses

Primary e-mail address:

[REDACTED]@gmail.com

Secondary e-mail addresses:

[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

Configuration options

[REDACTED]@gmail.com [Update My Primary Email](#)

Should this e-mail address receive notices?  Yes  No

Verify free look use when viewing NEF documents?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Case-specific options

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

These cases will send notice per filing. (alternate method)

(Copy case lists from here)

Figure 5

Under **Case-specific options**, enter the case number you would like to receive NEFs. **(NOTE, you will receive NEFs, however, if you are not a case participant, you will not receive a free look. You will be charged by PACER to view the documents.)**

After entering the case number, click **Find This Case** button. (Figure 6)

**email addresses**

address:  
[m@gmail.com](#)

email addresses:  
[il address](#)

Information Screen Clear

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**Configuration options**

[\[redacted\]@gmail.com](#) [Update My Primary Email](#)

Should this e-mail address receive notices?  Yes  No

Verify free look use when viewing NEF documents?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

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**Case-specific options**

For additional cases for noticing

2:05-mc-2025 Find This Case

These cases will send notice as a summary report. (default method)

Remove selected cases Change selected cases to notice per filing

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These cases will send notice per filing. (alternate method)

Remove selected cases Change selected cases to notice as a summary report

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Show all cases for this e-mail address (Copy case lists from here)

Figure 6

After entering the case number, the **Add case(s)** button appears. If that is the correct case number, click **Add case(s)**. (Figure 7)

ion for C [REDACTED]

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**il addresses**

address:  
[REDACTED]@gmail.com

l addresses:  
address

Information Screen Clear

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**Configuration options**

[REDACTED]@gmail.com [Update My Primary Email](#)

Should this e-mail address receive notices?  Yes  No

Verify free look use when viewing NEF documents?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

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**Case-specific options**

Add additional cases for noticing

2:05-mc-2025

**Add case(s)**

These cases will send notice as a summary report. (default method)

Remove selected cases Change selected cases to notice per filing

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These cases will send notice per filing. (alternate method)

Remove selected cases Change selected cases to notice as a summary report

---

Show all cases for this e-mail address (Copy case lists from here)

Figure 7

The case number and short caption will appear in the **These cases will send notice or a summary report (default method.)**

**NOTE: If you wish to receive real time filing notice, you must select *Per Filing* to the question *How should notices be sent to this e-mail address?* (Figure 8)**

condary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#) [Clear](#)

Should this e-mail address receive notices?  Yes  No

Verify free look use when viewing NEF documents?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

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**Case-specific options**

Add additional cases for noticing

These cases will send notice as a *summary* report. (default method)

2:05-mc-02025 PLAINTIFF v. DEFENDANT

[Remove selected cases](#) [Change selected cases to notice per filing](#)

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These cases will send notice *per filing*. (alternate method)

[Remove selected cases](#) [Change selected cases to notice as a summary report](#)

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[Show all cases for this e-mail address](#) (Copy case lists from here)

Figure 8

When you have completed entering all case numbers for cases in which you want to receive notice, click the **Return to Person Information Screen** button on the left side of the screen. (Figure 9)

Secondary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#) [Clear](#)

Figure 9

The final step is the click on the **Submit** button. (Figure 10)

SSN	Drivers License Number	Drivers License State
<i>Attorney Admissions Documents</i>		
Document	Description	
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>	
<input type="button" value="Submit"/>		

When you no longer wish to receive NEFs on a case, follow the same steps above. When you reach the screen in Figure 8, click on the case number that you no longer want to receive notice, and then select the button, **Remove selected cases**. Complete the removal by continuing to Figures 9 and 10.