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)

CMmEC	CF c <u>ivil</u> -	Crimi <u>n</u> al -	Query	<u>R</u> eports -	<u>U</u> tilities 🗸	Sear <u>c</u> h	Help	Log Out
Utilities								
Your Account Maintain Your Acc View Your Transa Change PACER E Change Client Coo Review Billing Hi Link a CM/ECF ac	count gur assword ction Log xemption Statu de story ccount to my P	<u>15</u> ACER accoum	Miscell Legal Maili Interr Verif	aneous <u>Research</u> <u>ngs</u> <u>tet Payment H</u> <u>y a Document</u>	<u>Ne</u>	<u>xtGen Rele</u>	<u>ase 1.1 N</u>	<u>Menu Items</u>
Click Email Inform	ation. (Figu	re 3)				F	igure 2	
	SSN		Drivers I	license Numb	er	Dri	vers Lic	ense State
Attorney Admissio	ons Documents	1						
Document	Descripti	on						
Email information Submit	More user info	ormation						

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

Email Information for	
Registered e-mail addresses	Configuration options
Primary e-mail address:	Select an e-mail address to configure.
<u>agmail.com</u>	
Secondary e-mail addresses:	
add new e-mail address	
Return to Person Information Screen Clear	

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

Email Information for			
Registered e-mail addresses	Configuration options		
Primary e-mail address:	ggmail.com Update My Primary Email		
Secondary e-mail addresses:	Should this e-mail address receive notices? \odot Yes \bigcirc No		
add new e-mail address	Verify free look use when viewing NEF documents? O Yes No		
Return to Person Information Screen Clear	How should notices be sent to this e-mail address? \bigcirc Per Filing \textcircled{o} Summary Report		
	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? \bigcirc Yes $\ @$ No		
	In what format should notices be sent to this e-mail address?		
	Should this e-mail address receive general announcement notices from this court? \odot Yes $\ {old on No}$		
	Case-specific options		
	Add additional cases for noticing		
	These cases will send notice as a summary report. (default method)		
	Remove selected cases Change selected cases to notice per filing		
	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 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)

ail addresses	Configuration options		
address: m@gmail.com	agmail.com Update My Primary Email		
til addresses: il address n Information Screen Clear	Should this e-mail address receive notices? \odot Yes \bigcirc No		
	Verify free look use when viewing NEF documents? \bigcirc Yes \textcircled{O} No		
	How should notices be sent to this e-mail address? \bigcirc Per Filing \textcircled{o} Summary Report		
	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? O Yes		
	In what format should notices be sent to this e-mail address? $\textcircled{\sc 0}$ HTML \bigcirc Text		
	Should this e-mail address receive general announcement notices from this court? \bigcirc Yes \circledast No		
	Case-specific options		
	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		
	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)		

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				
il addresses	Configuration options			
'ddress: 1@gmail.com	@gmail.com Update My Primary Email			
l addresses: address Information Screen Clear	Should this e-mail address receive notices? \odot Yes \bigcirc No			
	Verify free look use when viewing NEF documents? \bigcirc Yes \textcircled{o} No			
	How should notices be sent to this e-mail address? \bigcirc Per Filing \textcircled{o} Summary Report			
	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? \bigcirc Yes \odot No			
	In what format should notices be sent to this e-mail address? $\textcircled{\sc original}$ HTML \bigcirc Text			
	Should this e-mail address receive general announcement notices from this court? O Yes No			
	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			
	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)			

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:	Should this e-mail address receive notices? Yes No			
dd new e-man address	Verify free look use when viewing NEF documents? \bigcirc Yes \textcircled{O} No			
Leturn to Person Information Screen Clear	How should notices be sent to this e-mail address? \bigcirc Per Filing \circledast Summary Report			
	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? O Yes No			
	In what format should notices be sent to this e-mail address? $\sc online {\sc online$			
	Should this e-mail address receive general announcement notices from this court? \bigcirc Yes \circledast No			
	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 C Remove selected cases Change selected cases Change selected cases to notice per filing			
	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)			
	•			



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)

Figure 9

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

	SSN	Drivers License Number	Drivers License State
Attorney Admissions Documents			
Document	Description		
Email information	More user information		
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.