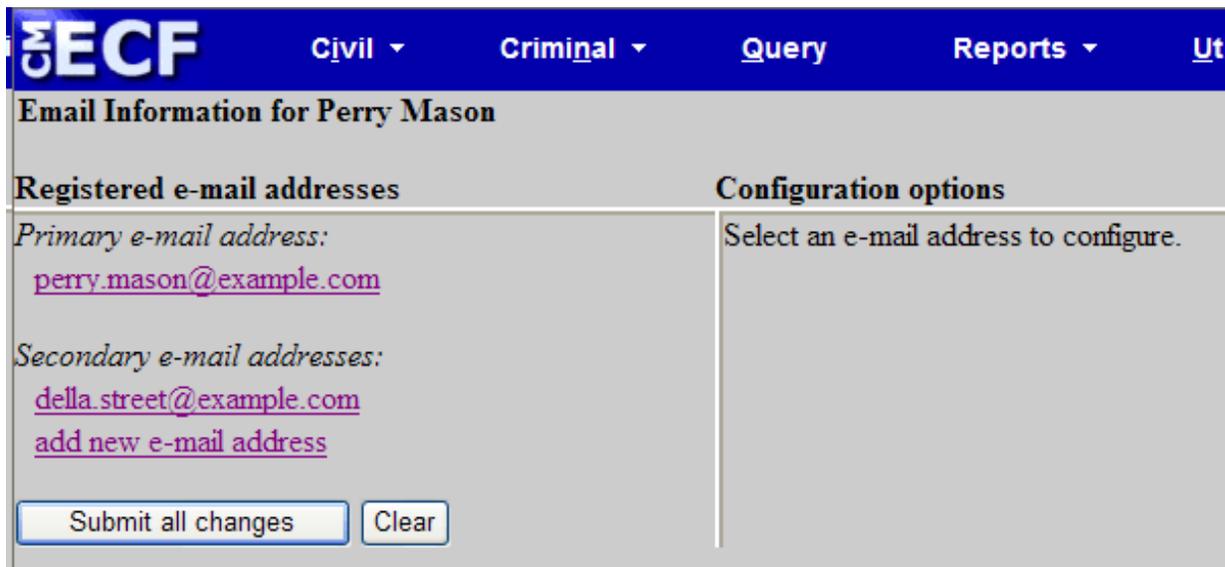


How Attorney Users Can Designate a Secondary E-mail Address to Get NEFs For a Specific Case

1. Click on the “Utilities” menu. Utilities menu will look similar to this:



2. Next, click on “Maintain Your E-mail”. Screen will now look similar to this:



3. Next, click on the “add new e-mail address” hyperlink. Then enter the new e-mail address that will be configured to receive NEFs for one (or a select number of) case(s). After the e-mail address is entered, the right half of the screen will look similar to below:

Configuration options

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

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

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 *per filing*. (default method)

2:12-cv-00401-SRD-ALC Mason v. State Farm Fire and Casualty Co - Representing Sheila Mason
2:12-cv-00501-JCZ-SS USA v. Lincoln - Representing USA
2:12-cv-03000-LMA-ALC Lincoln v. Washington - Representing George Washington
2:12-cv-05005-JCZ-KWR Lincoln v. Washington (Closed on 02/13/2012) - Representing George Washington
2:12-cv-05006-KDE-KWR Lincoln v. Washington (Closed on 02/13/2012) - Representing George Washington
2:12-cv-05007-LMA-ALC Lincoln v. Washington - Representing George Washington
2:12-mc-00701-HGB-DEK United States of America v. Cardinal Growth, L.P. - Representing United States of America
2:12-md-00008-SRD-JCW Plaintiffs' Liaison Counsel v. Defendants' Liaison Counsel - Representing Plaintiffs' Liaison Counsel

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

(Copy case lists from here)

4. Notice the question in the upper section of this screen:

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

Change this option to “No” because this address should not receive notice for ALL cases. This will then allow you to add or remove cases in the lower part of the screen.

5. All the cases in which the attorney is involved will be listed in this lower portion of the screen. You will want to remove all these cases, then add back the case (or cases) that this email address should be noticed. If this attorney is involved in a large number of cases, removing them all is a bit tricky. I suggest clicking on the first case listed, then using the wheel in the center of your mouse (be sure the mouse pointer is somewhere within the list of cases) scroll down to the last case. Then hold down the shift key and click on this last case. This should highlight all the cases. Then click on the “Remove selected cases” button. **This should result in the case list being completely blank.**
6. The lower portion of the screen should look similar to this:

Case-specific options

Add additional cases for noticing

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

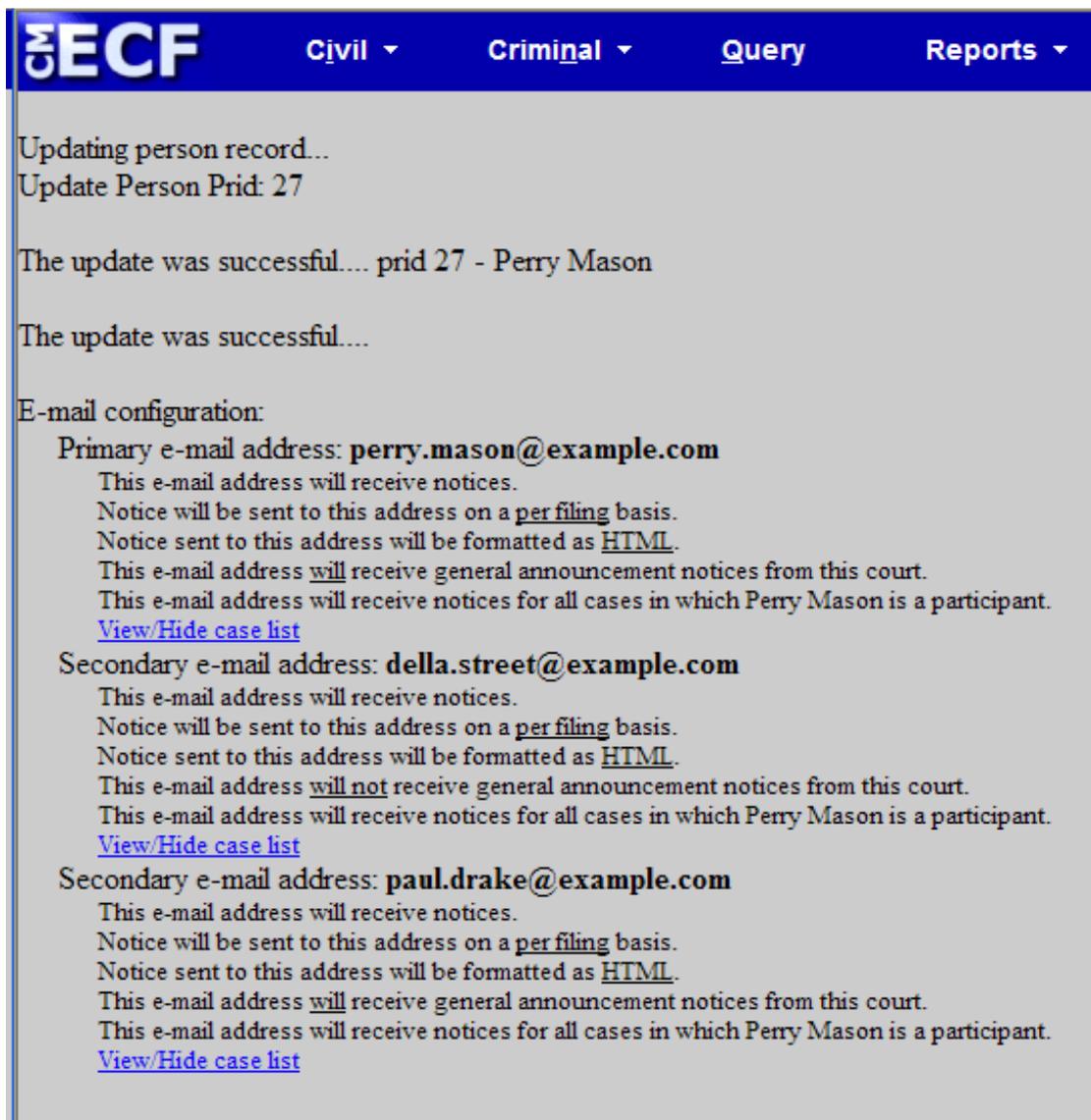
Remove selected cases

Change selected cases to notice as a summary report

Enter a case number in the small entry field titled “**Add additional cases for noticing**”. As you do, the “**Find This Case**” button appears. Click on this button.

7. Then click the “**Add Case(s)**” button.
8. The case you entered will now appear in the “**These cases will send notice per filing.**” list. You can continue adding additional cases at this point, if desired.
9. When all desired cases for this e-mail address have been entered, click the “**Submit all changes**” button on the left side of the screen.

10. At this point you are done, but it is a good idea to confirm the entries you just made. You will now see a confirmation screen similar to below:



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, and Reports. The main content area is light gray and displays the following text:

Updating person record...
Update Person Prid: 27

The update was successful.... prid 27 - Perry Mason

The update was successful....

E-mail configuration:

Primary e-mail address: perry.mason@example.com
This e-mail address will receive notices.
Notice will be sent to this address on a per filing basis.
Notice sent to this address will be formatted as HTML.
This e-mail address will receive general announcement notices from this court.
This e-mail address will receive notices for all cases in which Perry Mason is a participant.
[View/Hide case list](#)

Secondary e-mail address: della.street@example.com
This e-mail address will receive notices.
Notice will be sent to this address on a per filing basis.
Notice sent to this address will be formatted as HTML.
This e-mail address will not receive general announcement notices from this court.
This e-mail address will receive notices for all cases in which Perry Mason is a participant.
[View/Hide case list](#)

Secondary e-mail address: paul.drake@example.com
This e-mail address will receive notices.
Notice will be sent to this address on a per filing basis.
Notice sent to this address will be formatted as HTML.
This e-mail address will receive general announcement notices from this court.
This e-mail address will receive notices for all cases in which Perry Mason is a participant.
[View/Hide case list](#)

Just click on the “**View/Hide case list**” under the e-mail address you entered and you should see the desired cases and only those desired cases.