

E-Mail Notification

One of the useful options of CM/ECF is E-Mail Notification. When the E-Mail Notification option is turned on, you receive notification of filings via e-mail. You will be notified every time a document and proof of claim is filed in the cases you are involved in and, optionally, other cases. The e-mails are sent within moments of filing. What's more, contained in the e-mail message is hypertext link information which will allow you to view the document or claim that was filed without having to pay a WEB Pacer fee!

If you choose to receive e-mail notification of filings, you are NOT agreeing that the e-mails you receive are legal service of filings. You should refer to the Administrative Procedures for Electronic Filing to determine under what circumstances the e-mails could constitute legal service. You can elect to turn the E-Mail Notification option on or off at any time. Unless you indicate otherwise, when the court first gives you your CM/ECF login and password, the option is turned off. When you turn the E-Mail Notification option on, you will need to make the following choices: (1) Whether you want e-mail messages sent to any other e-mail address in addition to the primary e-mail address you indicated on your user registration form (2) Whether you want to receive e-mail notification of documents filed in any additional cases (3) Whether you want to receive an e-mail notification for each individual filing OR if you want to receive a Daily Summary Report (4) Whether you want the e-mail messages (1) formatted for Netscape or ISP e-mail service OR (2) text format for cc:Mail, GroupWise, or other e-mail service.

Individual E-Mail Notification of Filings

If you elect to receive e-mail notification of individual filings, the CM/ECF application will send a separate e-mail every time a document and proof of claim is entered in the cases in which you are a party plus any other cases you have indicated you want to receive e-mail notifications. When you view your e-mail, you will see the individual filings displayed on your email message list and if you click on specific individual filing displayed in the list, you will see the detailed message.

Imbedded in the message is a hypertext link that allows you to view the docket report of the case the document was filed in and the document that has been filed. Depending on whether you have selected to receive your e-mail messages (1) formatted for Netscape or ISP e-mail service OR (2) text format for cc:Mail, GroupWise, or other e-mail service, you can either click directly on a hypertext link or copy/paste the hypertext link to your internet browser.

Summary E-Mail Notification of Filings

If you elect to receive a summary notification of filings, the CM/ECF application will send a single e-mail at the end of the day (after midnight) listing every document and proof of claim entered in the cases in which you are a party plus any other cases

you have indicated you want to receive e-mail notifications. When you view your e-mail, you will see the summary of filings displayed on your email message list and if you click on the listing, you will see the detailed message.

Imbedded in the message are hypertext links that allows you to view the docket report of the cases documents were filed in and the documents that have been filed. Depending on whether you have selected to receive your e-mail messages (1) formatted for Netscape or ISP e-mail service OR (2) text format for cc:Mail, GroupWise, or other e-mail service, you can either click directly on a hypertext link or copy/paste a hypertext link to your internet browser.

Messages Formatted for Netscape or ISP E-Mail Service

In the e-mail message there will be imbedded one or more hypertext links to a docket report and one or more hypertext links to documents (depending on whether you are viewing an individual or summary notification.)

If you click on a hypertext link to a docket report, the WEB PACER login screen will display and when you login to WEB PACER, the docket report will display. This is NOT a free look.

If you click on a hypertext link to a document, the Adobe Acrobat Reader will launch and the document will display. This is a free look! Once you have used your free look, if you click on the hypertext link to the document again, the WEB PACER login screen will display. This is NOT a free look.

Messages In Text Format for cc:Mail, GroupWise, or Other E-Mail Service

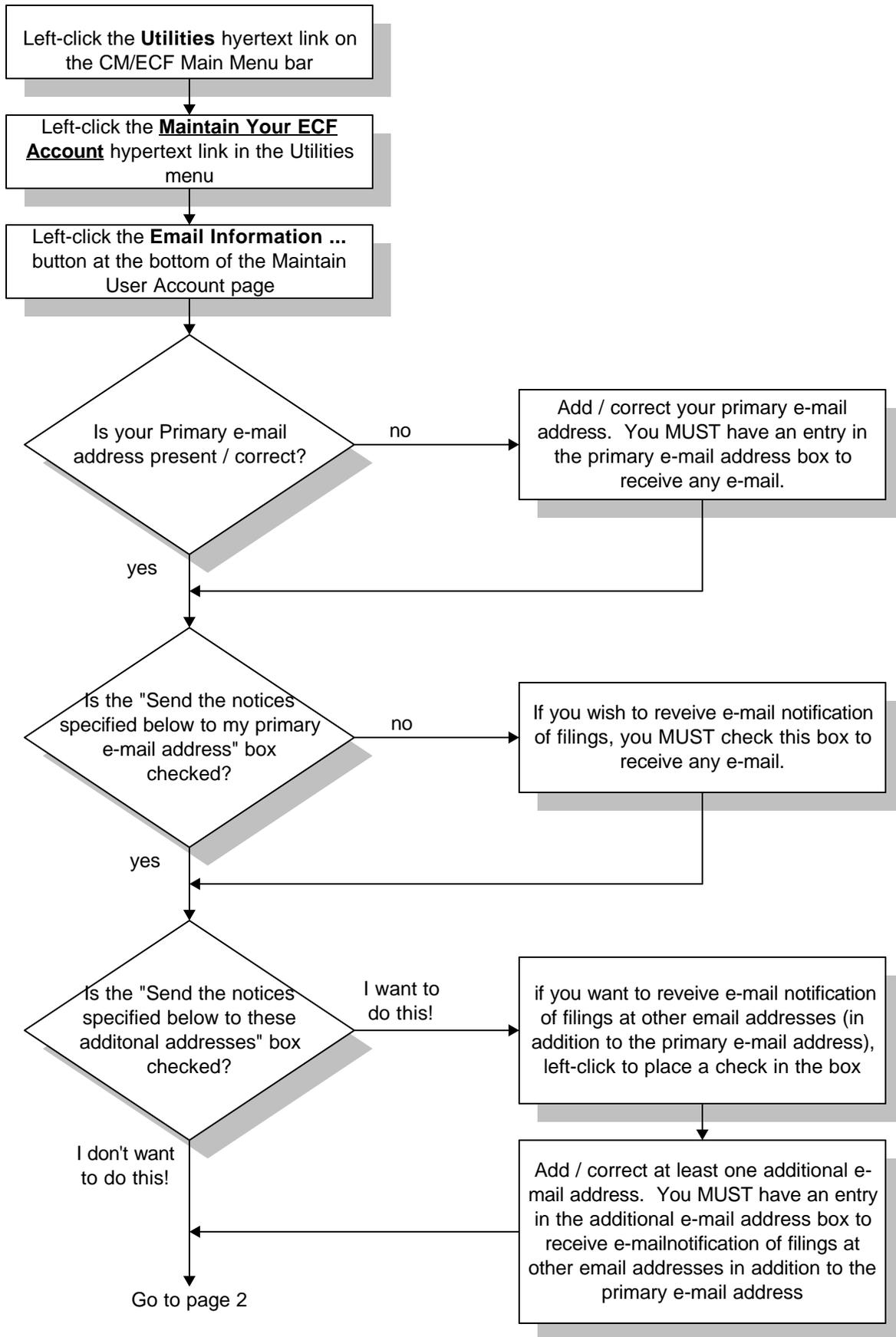
In the e-mail message there will be imbedded one or more hypertext links to a docket report and one or more hypertext links to documents (depending on whether you are viewing an individual or summary notification.) However, since the message is in text (not HTML) format, the hypertext links will not be "active."

You will have to "copy" the hypertext link, launch your internet browser, then "paste" the hypertext link in the location (Netscape) or Address (IE) box.

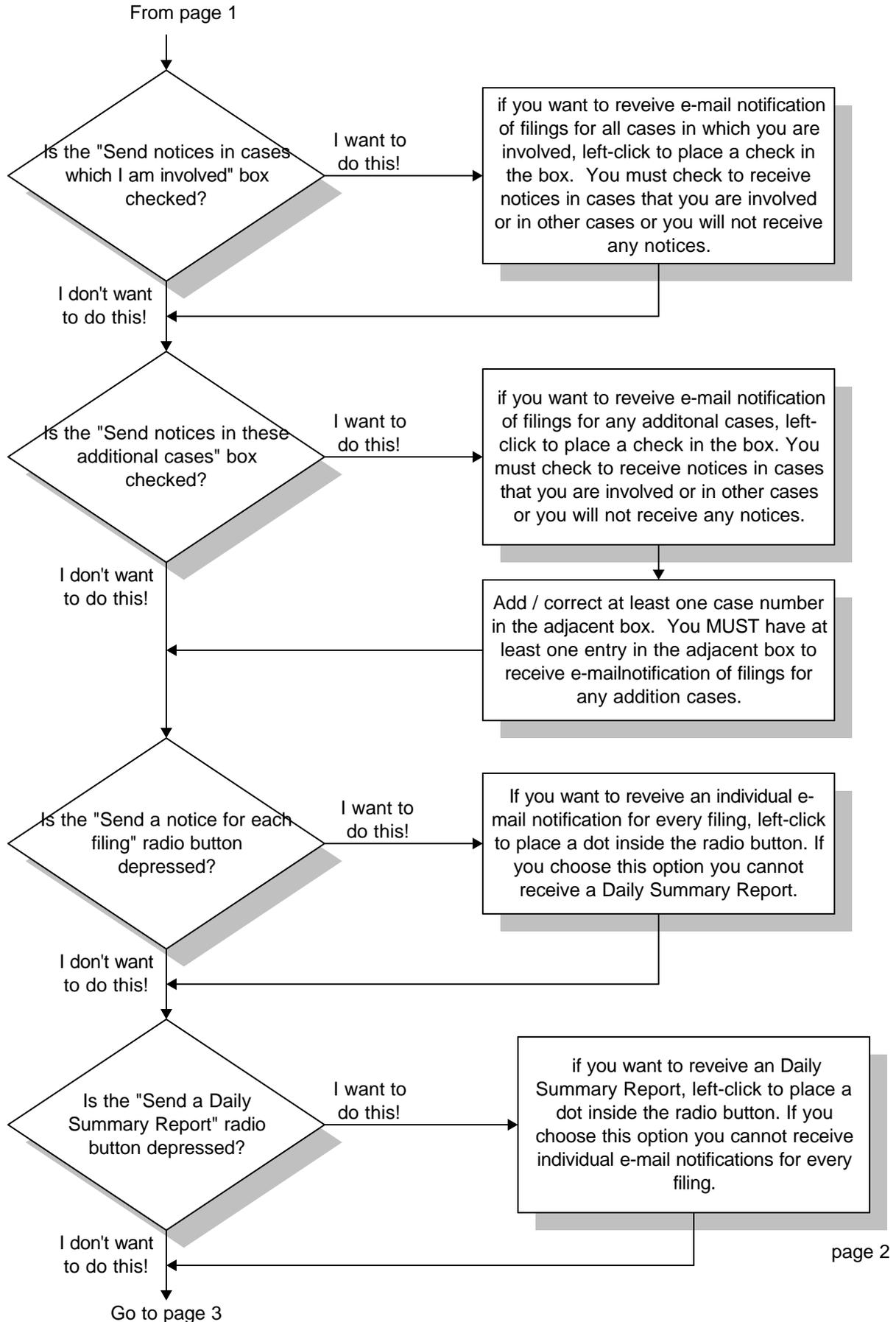
If you "copy/paste" the hypertext link to a docket report, the WEB PACER login screen will display and when you login to WEB PACER, the docket report will display. This is NOT a free look.

If you "copy/paste" a hypertext link to a document, the Adobe Acrobat Reader will launch and the document will display. This is a free look! Once you have used your free look, if you "copy/paste" the hypertext link to the document again, the WEB PACER login screen will display. This is NOT a free look.

Activating / Changing CM/ECF E-Mail Notification Options



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