

SETTING UP E-MAIL NOTIFICATION

Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

- Access the "Live" system. (Please note that the "Live" System and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.)
- Select "*Utilities*"
- Select "*Maintain Your Account*"
- Select "*Email Information*"
- Enter your correct email address in the "*Primary e-mail address*" box. You may include more than one e-mail address (i.e., work, home).
- Under "*Send the notices specified below*", there will be a ✓ next to "*to my primary e-mail address.*" Click on the box "*to these additional addresses*" to identify any additional email addresses of others you would like to receive electronic notice (i.e., an associate, para-legal, secretary). [NOTE: whoever opens the email first will receive the one free look for the account, after which, PACER charges will apply.]
- You will find a ✓ next to "*Send notices in cases in which I am involved*". Click on the box "*Send notices in these additional cases*" to receive notification of activity for other cases. In the box to the right, enter the case numbers each on a separate line. Please use the format YY-#### (ex. 97-1234). You do not have to be counsel in the cases entered, except in criminal and social security actions.
- Select the type of notice you would like to receive. "*Please send a notice for each filing*" is automatically selected. This selection sends notices to you immediately upon filing. Select "*Send a Daily Summary Report*" to have a summary of the notices sent to you at the end of the day (usually at midnight). If you seek electronic notice in only a handful of cases, this selection is the preferred method.
- Under Format notices, select the format of the notice most appropriate to your e-mail system. Select "*html format for Netscape or ISP e-mail service*" or "*text format for cc:Mail, GroupWise, other e-mail service.*" Some experimentation may be required.
- Click on "*Return to Account Screen.*" From the Account Screen, select "*Submit.*" You will receive a confirmation screen listing the cases and e-mail options you have selected.