

Adding Cases to Receive Electronic Notice of Filing in CM/ECF

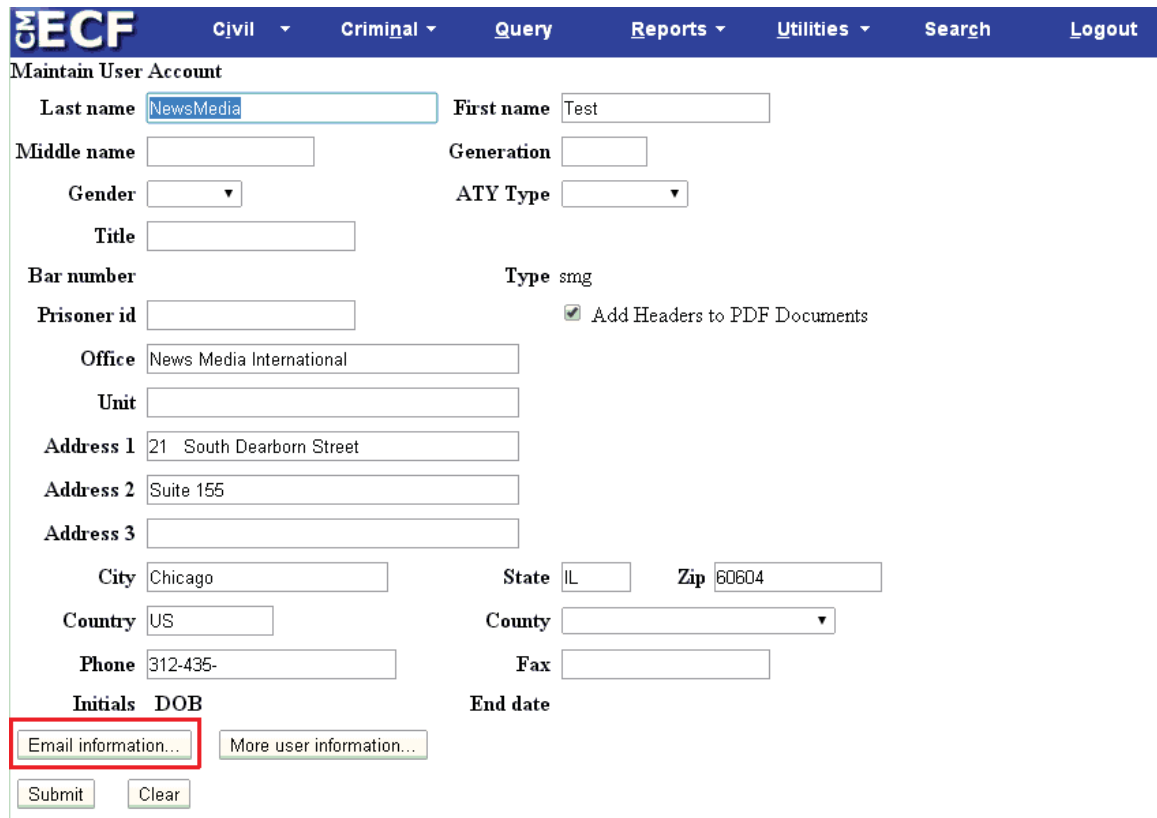
- 1) When you add a case to follow in CM/ECF, you will receive Notices of Electronic Filing (NEF) when a new court document has been filed. From the main menu in CM/ECF, select Utilities.



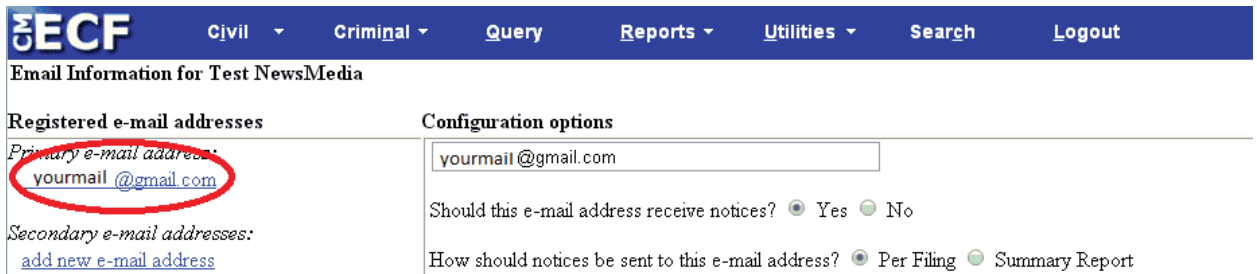
- 2) Go to the YOUR ACCOUNT menu. Click on “Maintain Your Account.”



- 3) A screen will open titled “Maintain User Account.” Click on “Email information.”

A screenshot of the 'Maintain User Account' form. The form is titled 'Maintain User Account' and is located under the 'Utilities' menu. It contains various input fields for user information, including Last name (NewsMedia), First name (Test), Middle name, Generation, Gender, ATY Type, Title, Bar number, Prisoner id, Office (News Media International), Unit, Address 1 (21 South Dearborn Street), Address 2 (Suite 155), Address 3, City (Chicago), State (IL), Zip (60604), Country (US), County, Phone (312-435-), Fax, Initials, and End date. There are two buttons at the bottom: 'Email information...' (circled in red) and 'More user information...'. There are also 'Submit' and 'Clear' buttons at the bottom.

- 4) A page will open titled “Email Information” will open. Click the link to your email address found under the subcategory, “Primary e-mail address.”



ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Test NewsMedia

Registered e-mail addresses

Primary e-mail addresses:
[yourmail@gmail.com](#)

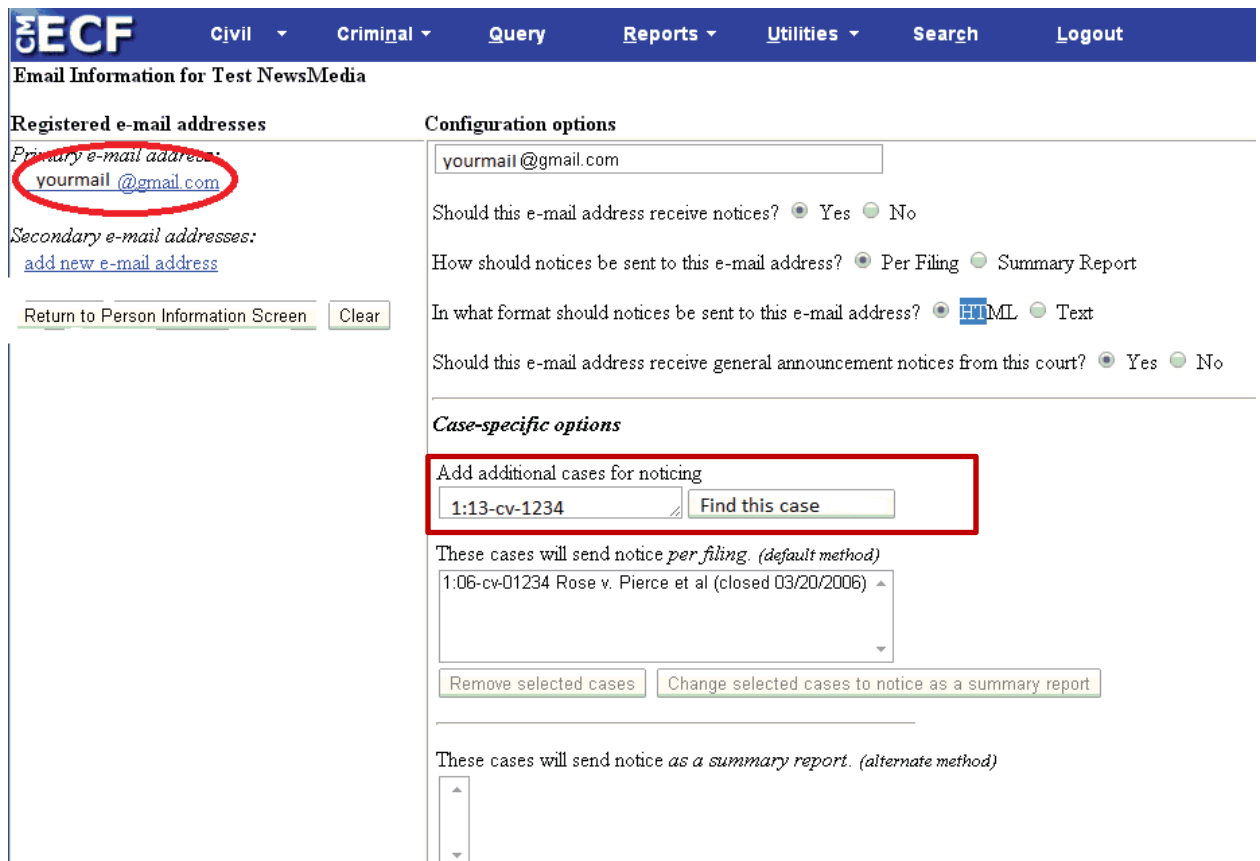
Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options

Should this e-mail address receive notices? Yes No

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

- 5) The boxes to the right, “Configuration options” and “Case-specific Options” will populate. To add a case to receive NEF notifications, go to “Case-specific Options.” Enter a case number in the form [year][case type][number], such as 14cv123 or 9cr400. Then, click the “Find this Case” button. If found, click the button to “Add case.” By default, you will be notified each time a new item is added to a docket in real time (“send notice per filing”). To only receive one email per day with a summary of all new filings for a case, choose “send notice as a summary report” instead.



ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Test NewsMedia

Registered e-mail addresses

Primary e-mail addresses:
[yourmail@gmail.com](#)

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

[Return to Person Information Screen](#)

Configuration options

Should this e-mail address receive notices? 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)

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

6) To save the list of cases, click “Return to Person Information Screen.”

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

Return to Person Information Screen Clear

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](#)

7) You will be taken back to the “Maintain User Account” page. Click “Submit.” You will now receive notices of filing for added cases.

Email information... More user information...

Submit Clear