

Discontinuing NEFs/Adding a Secondary E-mail Address

Introduction

This document gives you step-by-step instructions for discontinuing receipt of Notices of Electronic Filing (NEFs) and for adding a secondary e-mail address to your cases.

The clerk's office suggests that you add at least one secondary email address to all of your cases. The secondary e-mail addressee will receive *Notices of Electronic Filing (NEFs)* for every document filed in your cases and will also receive a free look – within the 15-day window – at the documents via the hyperlink in the e-mail NEF.

Note: You may add more than one additional secondary e-mail addressee. All secondary e-mail addressees will receive NEFs, but only one of the additional addressees will receive a free look. The addressee to receive the free look will be whoever clicks on the document hyperlink first.

Notice to Discontinue NEFs

If you wish to discontinue receiving NEFs for cases in which the party you represent is no longer an active participant, then you would need to file a *Notice to Discontinue NEFs*.

Once the *Notice to Discontinue NEFs*, is filed, the clerk's office will terminate your receipt of the NEF in that particular case. If you as the primary e-mail addressee are not receiving NEFs, nor will any secondary e-mail addressees.

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Discontinuing NEFs/Adding a Secondary E-mail Address, Continued

Instructions for Adding a Secondary Email Address

Take the following steps to add a secondary email address to your cases:

Step	Action
1	Click on <i>Utilities</i> on the blue menu bar.
2	Click on <i>Maintain Your Account</i> link.
3	Click on the <i>Email information</i> button.
4	Click on the <i>Add Additional E-mail Address</i> button.
5	Type in the secondary e-mail address.
6	Click the white box in the column <i>In All My Cases</i> .
7	Click on the <i>Return to Person Information Screen</i> button.
8	Click on the <i>Submit</i> button.
9	Click on the <i>Submit</i> button. <i>Note:</i> This screen defaults to <i>***Update All***</i> . To ensure that your secondary email address is updated, do not change this default.

Note: There are other options available to you, such as adding a secondary e-mail address for only certain cases. These options will be addressed in future documentation.
