

Discontinuing NEFs/Adding a Secondary E-mail Address/Adding a Secondary E-mail Address for a Specific Case

Introduction

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

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*.

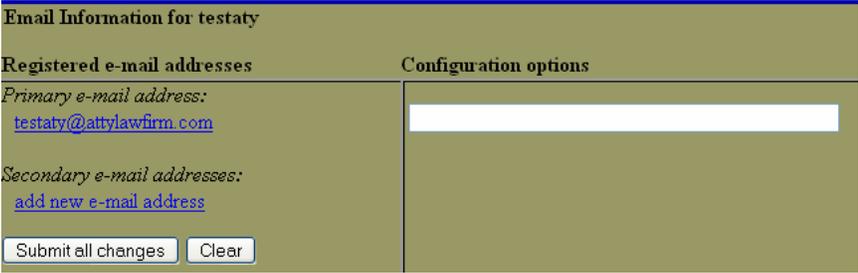
Once the *Notice to Discontinue NEFs*, is filed, the clerk's office will terminate your receipt of the NEF in that particular case. If you as the primary e-mail addressee are not receiving NEFs, nor will any secondary e-mail addressees receive NEFs for that particular case.

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

Instructions for Adding a Secondary Email Address

To add a secondary email address to receive NEFs in **all** of your cases, take the following steps:

| Step | Action |
|------|--|
| 1 | Click on <i>Utilities</i> on the blue menu bar. |
| 2 | Click on <i>Maintain Your Email</i> link. |
| 3 | Click on the <i>add new e-mail address</i> link on the left of the screen. |
| 4 | Type in the secondary e-mail address in the white box on the right of the screen.  |
| 5 | Select a radio button for each of the configuration option questions that appear. Note: See page 5 for an explanation of each configuration question. |
| 6 | Click on the <i>Submit all changes</i> button on the left of the screen. Note: You may need to click additional <i>Submit</i> buttons to apply this change to all of your cases. |

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

Instructions for Adding a Secondary E-mail Address for a Specific Case

To add a secondary e-mail address to receive NEFs for a specific case, take the following steps:

| Step | Action |
|------|---|
| 1 | Click <i>Utilities</i> on the blue menu bar. |
| 2 | Click <i>Maintain Your Email</i> link. |
| 3 | Click the <i>add new e-mail address</i> link on the left of the screen. |
| 4 | Type in the secondary e-mail address in the white box on the right of the screen. |

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

Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

| Step | Action | | | | | | |
|--|---|---------------------------------|---------|--|---|--|--|
| 5 | <p>Select a radio button for each of the configuration questions that appear.</p> <p><i>Note:</i> See below for an explanation of each configuration question.</p> | | | | | | |
| 6 | <p>Click on the button <i>Show all cases for this e-mail address</i> or type in the appropriate case number in the white box.</p> <table border="1" data-bbox="565 846 1386 1304"> <thead> <tr> <th data-bbox="565 846 979 919">If you typed the case number...</th> <th data-bbox="979 846 1386 919">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 919 979 1073">To include the divisional office number and two letter case type designation (i.e., 1:08-cv-113)</td> <td data-bbox="979 919 1386 1073"> <ul style="list-style-type: none"> • Click the <i>Find This Case</i> button. • Click the <i>Add case(s)</i> button. </td> </tr> <tr> <td data-bbox="565 1073 979 1304">Without the divisional office number and two letter case type designation (i.e., 08-113)</td> <td data-bbox="979 1073 1386 1304"> <ul style="list-style-type: none"> • Click the <i>Find This Case</i> button. • Click the white box next to the case number you want. • Click the <i>Add case(s)</i> button. </td> </tr> </tbody> </table> <p><i>Note:</i> The case number/name appears in the first box titled <i>These cases will send notice per filing</i>. To change the receipt of notices to a summary report, click on the case number/name in the box and then click the <i>Change selected cases to notice as a summary report</i>. To remove the case, click on the case number/name and then click the <i>Remove selected cases</i> button.</p> | If you typed the case number... | Then... | To include the divisional office number and two letter case type designation (i.e., 1:08-cv-113) | <ul style="list-style-type: none"> • Click the <i>Find This Case</i> button. • Click the <i>Add case(s)</i> button. | Without the divisional office number and two letter case type designation (i.e., 08-113) | <ul style="list-style-type: none"> • Click the <i>Find This Case</i> button. • Click the white box next to the case number you want. • Click the <i>Add case(s)</i> button. |
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| Without the divisional office number and two letter case type designation (i.e., 08-113) | <ul style="list-style-type: none"> • Click the <i>Find This Case</i> button. • Click the white box next to the case number you want. • Click the <i>Add case(s)</i> button. | | | | | | |
| 7 | <p>Click the <i>Submit all changes</i> button.</p> <p><i>Note:</i> You may need to click additional <i>Submit</i> buttons to apply this change.</p> | | | | | | |

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

Configuration Options for E-Mail Addresses

The following chart explains the configuration options for E-Mail addresses:

| Option | Description |
|--|--|
| Should this e-mail address receive notices? | For the primary e-mail address, the default is Yes . It is not recommended that you change this response to No . If you change this response to <i>No</i> , then the primary e-mail address will not receive notices of electronic filing (NEFs). |
| How should notices be sent to this e-mail address? | Sets the default delivery method for notices sent to this address. If Per Filing , an e-mail will be sent for each individual NEF. If Summary Report , one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: <i>Should this e-mail address receive a “no activity” notice when no summary noticing occurs?</i> If Yes , the Daily Summary Report email will include the message “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices. If No , then no email will be generated when there is no activity in the cases. |
| In what format should notices be sent to this e-mail address? | Controls the format of the e-mails – either HTML or Text. |
| Should this e-mail address receive general announcement notices from this court? | If No , the user will not receive general court announcement e-mail message unless the court overrides the user’s preference (e.g., the message is urgent and must be sent to all users). |
| Show all cases for this e-mail address. | Displays a list of all of the cases for which the user is configured to receive NEFs. |