

United States District Court Northern District of Ohio

Directing E-Mail Notifications to Secondary E-mail Addresses

The Court's case management / electronic case filing (CM/ECF) system automatically sends a notice of electronic filing (NEF) to all counsel of record in a case each time a filing is made. Attorneys may also configure their CM/ECF accounts to:

- Receive notices of filings in cases which they are not participants
- Have notices sent to multiple e-mail addresses
- Have notices sent to associates, staff, and/or clients

Attorneys may update their accounts to make changes in their e-mail notification set up at any time.

Primary e-mail address. By default, CM/ECF automatically sends e-mail notifications of filings to the primary e-mail address of all attorneys associated with a case. In addition, attorneys can elect to receive notifications in cases that they are not involved in, but have an interest in following, by adding additional case numbers to their e-mail notification list. Attorneys may not opt out from receiving notifications in cases in which they are involved, but they may add or delete other cases from their notification list at any time.

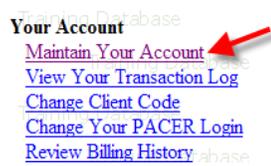
Secondary e-mail addresses: The system provides attorneys with the ability to add and configure secondary e-mail addresses. Attorneys may add secondary e-mail addresses to have notifications sent to themselves at multiple e-mail addresses as well as to others, including associates, staff and clients. Each secondary e-mail address can be configured separately to receive notices in all an attorney's cases, or on a case-by-case basis. This flexibility may be particularly useful to attorneys who have multiple practices (i.e. attorneys with both governmental and private practices or attorneys who wish to separate their pro bono work from their other activity). This feature may also be helpful to those attorneys who receive assistance from different support staff based on the nature of each case. Like the primary e-mail address, secondary e-mail addresses are initially configured to receive e-mail notifications in all cases by default. However, an attorney can change the default settings for a secondary e-mail address when it is entered into the system or at any time thereafter so that the address only receives notices in those cases selected by the attorney.

Attorneys can add and delete secondary e-mail addresses and add or delete the cases for which those addresses will receive notification using the "Maintain Your Account" link on the "Utility" page in CM/ECF following the procedures outlined below:

- Access the "Live" System. Note that the "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.
- Click on "*Utilities*"



- Click on “Maintain Your Account”



- Click on “Email Information”

Country County
 Phone Fax
 Initials DOB End date
 Email information... More user information...
 Submit Clear

- Click on the link to the secondary e-mail address you would like to add or delete specific case e-mail notification.



- Upon clicking on a secondary e-mail address link, the “configuration options” box appears. Answer the following questions. Answering “no” to the question “Should this e-mail address receive notice for all cases in which this individual is a participant?” allows you to manually add or remove cases from your e-mail notification list for this secondary address only. Cases will not automatically appear on the list when a notice of appearance is filed. This feature applies only to secondary e-mail address. Cases cannot be removed from your primary e-mail address.

Configuration options

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? 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

- To add cases in which you would like to receive e-mail notification to this particular secondary e-mail address even if you are not a participant, enter the case number in the following format YY-#### (ex. 09-51) in the “add additional cases for noticing” box and click on “find the case”.

Case-specific options

Add additional cases for noticing

1:10cv77 Find This Case

- Click “Add case(s)”. The case number and name of the case will appear in a box: “These cases will send notice per filing”.

Case-specific options

Add additional cases for noticing

10-1 Find This Case

These cases will send notice per filing. (default method)

1:10-cv-00001-SO Plaintiff v. Defendant (closed 12/23/2010)

- To delete cases in which you do not want to receive e-mail notification to this particular secondary e-mail address, highlight the case number in the “these cases will send notice per filing” box and click “remove selected cases”.

These cases will send notice per filing. (default method)

1:10-cv-00077 Jones et al v. Smith et al - Representing Bobby Jones, Robert T. Jones, Jr

1:10-cv-00078-DCN Jones et al v. Smith et al - Representing Bobby Jones, Robert T. Jones, Jr

1:10-cv-00094-BYP Smith v. Jones et al - Representing Demitrius Smith

1:10-cv-00095-NV Smith v. Jones et al - Representing Demitrius Smith

1:10-mj-05111-JSG-1 USA v. Smith - Representing USA

1:10-mj-05111-JSG-3 USA v. Johnson - Representing USA

1:10-mj-05111-JSG-2 USA v. Jones - Representing USA

4:08-cv-00114-PCE Star Inc. v. Moon, Inc. - Representing Moon, Inc.

Remove selected cases Change selected cases to notice as a summary report

- Click on “Return to Person Information Screen” once modifications have been made.

Registered e-mail addresses

Primary e-mail address:

[Vicky R. Mizell@ohnd.uscourts.gov](mailto:Vicky_R_Mizell@ohnd.uscourts.gov)

Secondary e-mail addresses:

vmizell@gmail.com

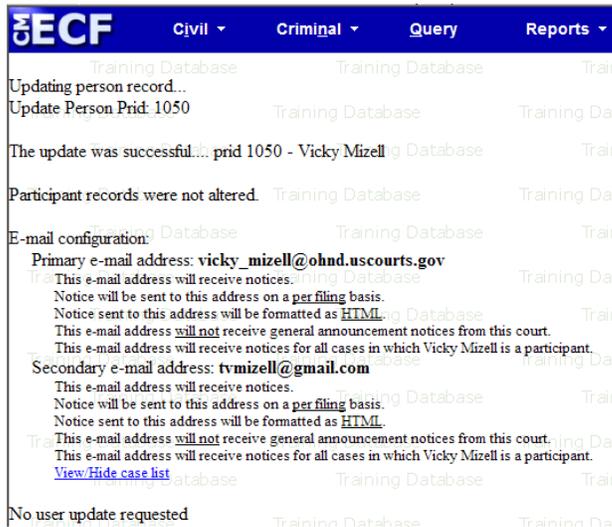
vicky_mizell@ohnd.uscourts.gov

[add new e-mail address](#)

Return to Person Information Screen

- From the “maintain your account” screen, click on “Submit”. Select “Submit” again. You will receive a confirmation screen listing the cases and e-mail options you have selected.

Confirmation Screen



Note: Failure to select “Submit” twice will ill result in no changes being made. Changes have been made only if you receive confirmation of same.

If you have any questions about using this feature please, contact our help desk at (800) 355-8498 and someone will be happy to assist you. It is extremely important that you receive notice of electronic filings in all cases you are a participant.