

United States District Court Northern District of Ohio

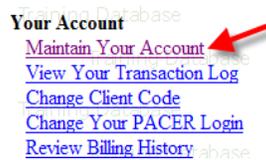
Setting Up E-Mail Notification in CM/ECF

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.

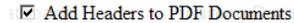
- Access the “Live” System. Note that the “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.)
- Click on “Utilities”



- Click on “Maintain Your Account”



At the “maintain your account screen”, by removing the checkmark by “Add Headers to PDF Documents” you can remove the option of document headers appearing on electronically filed documents.



Example Document Header:

Case 1:09-cv-00049-JG Document 1 Filed 08/06/09 Page 1 of 1

- Click on “Email Information”
- To add a primary and/or secondary e-mail address, click on the appropriate “add new e-mail address” link. Enter your e-mail address in the “configuration options” box.



- Upon entering an e-mail address in the “configuration options” box, the following screen will appear. Answer the following questions:

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

Show all cases for this e-mail address (Copy case lists from here)

- To receive notification of activity for other cases, 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”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

1:09-cv-51

Add case(s)

- Select the type of notice you would like to receive. There are two options:
 - 1) Send notice *per filing* which is the default method. This selection sends notices to you immediately upon filing.

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

Enter case number here

- 2) Send notice as a summary report which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.

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

Enter Case Number

- Click on “Return to Person Information Screen”
- From the Person Information Screen, select “Submit” You will receive a confirmation screen listing the cases and e-mail options you have selected.

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