

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION

	)	Case No.
	)	
Plaintiff(s),	)	
	)	
vs.	)	<u>ORDER</u>
	)	
	)	
Defendant(s).	)	Magistrate Judge James S. Gallas

This Court has issued an order placing the above-captioned matter in the electronic case filing system which requires all future documents to be filed electronically. All service of future pleadings, notices, and orders will be done electronically and not by regular mail.

Counsel can choose to receive notice of filings through Netscape or an Internet Service Provider. It is the responsibility of each counsel of record to turn on their e-mail notification (See attached instruction sheet) and to check their e-mail boxes on a regular basis.

IT IS SO ORDERED.

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JAMES S. GALLAS  
UNITED STATES MAGISTRATE JUDGE

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO

E-Mail Notification

Attorneys can receive e-mail notification of all electronic filings in their cases by setting the automatic e-mail notification in their user accounts.

C Access the “Live” system. (Web Site: <http://ecf.ohnd.uscourts.gov>) (Please 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.)

C Click on “Reports”

C Click on “Set-up e-Mail Notification” under Other Reports

C Under Step 1, ensure that the box labeled “Select this box to receive notices of activity for all cases in which you are a party” is checked. Then type the case number(s) that you would like to receive notice of filings in the text box under the statement “In the following box enter a list of cases for which you would like to receive notification of activity. (you do not have to be a party in a case entered). Enter case numbers in the format YY-#### (ex. 97-1234). Place each case number on a separate line.”

Under Steps 2 and 3, select the type of notice you would like to receive. Use Step 2 to have notices sent to you immediately upon filing. Use Step 3 to have a summary of the notices sent to you at the end of the day (usually at midnight).

Under Step 4, identify the e-mail address or addresses to which the information should be mailed. You may include more than one e-mail address (i.e. work, home). You may also include the e-mail addresses of others who you would like to receive electronic notice (i.e. an associate, paralegal, secretary).

Under Step 5, select the format of the notice most appropriate to your e-mail system. Some experimentation may be required.

C Click Next. You will receive a confirmation screen listing the cases and e-mail options you have selected.