

United States District Court Northern District of Ohio

Secondary E-mail Addresses in CM/ECF

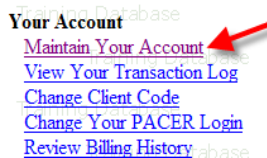
Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts. Users can receive e-mail notification at a secondary e-mail address as well.

Adding A Secondary E-mail Address in CM/ECF

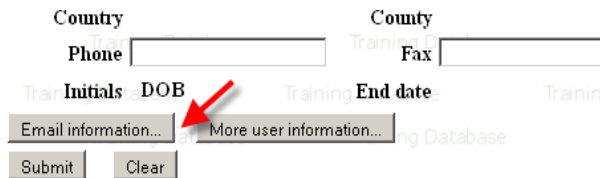
- Access the “Live” System. Note that the “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.
- Click on “Utilities”



- Click on “Maintain Your Account”

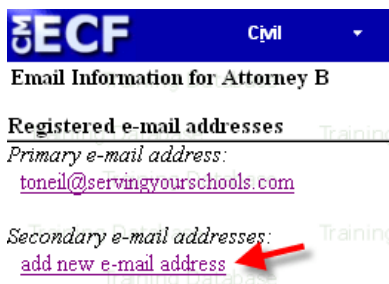


- Click on “Email Information”



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

To add a secondary e-mail address, click on the “add new e-mail address” link found under “Secondary e-mail addresses”. Enter your e-mail address in the “configuration options” box.



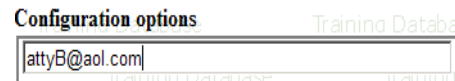
ECF Civil

Email Information for Attorney B

Registered e-mail addresses

Primary e-mail address:
toneil@servingschools.com

Secondary e-mail addresses:
[add new e-mail address](#)



Configuration options

attyB@aol.com

- 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

(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

- 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)

- 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)

- Click on “Return to Person Information Screen” once the secondary address has been added.
- 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.

Removing A Secondary E-mail Address in CM/ECF

To remove a secondary e-mail address, click on the e-mail address link that you want to delete found under “Secondary e-mail addresses”. Once you click on the e-mail link, the “configuration options” box appears containing the e-mail address. Delete the e-mail address from the “configuration options” box.

The screenshot shows the CM/ECF web interface for Attorney B. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Search. The main content area is titled "Email Information for Attorney B" and is divided into two sections: "Registered e-mail addresses" and "Configuration options".

Registered e-mail addresses:

- Primary e-mail address: toneil@servinyourschools.com
- Secondary e-mail addresses: vicky_mizell@ohnd.uscourts.gov (indicated by a red arrow)
- [add new e-mail address](#)

Configuration options:

- Input field: (indicated by a red arrow)
- 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

At the bottom left, there are two buttons: "Return to Person Information Screen" and "Clear".

- Click on “Return to Person Information Screen” once the secondary address has been deleted.
- 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.