

New User Interface for Email Information Screen

Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**. You will see address information on the Person Information Screen. You can modify your Address information and please enter all information in Upper Case letters.

After any changes on the Person Information screen or Email screen, ensure you click the **Submit** button on the Person Information Screen.

Click on the **Email Information** button to modify email notification information

The Email Information screen in Maintain Your Email has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed.

Email Information for Nicolas Mercator

Registered e-mail addresses

Primary e-mail address:

[add new e-mail address](#)

Secondary e-mail addresses:

[add new e-mail address](#)

Configuration options

Select an e-mail address to configure.

The initial Email Information screen is divided into two sides. On the left side, there are two add new e-mail address hyperlinks—one for the primary email address and one for the secondary email addresses. When the user clicks the add new e-mail address hyperlink for the primary email address, a text field appears on the right side of the screen. The user should enter his/her e-mail address in this field.

Email Information for Nicolas Mercator

Registered e-mail addresses

Primary e-mail address:

[add new e-mail address](#)

Secondary e-mail addresses:

[add new e-mail address](#)

Configuration options

Once the user enters a complete email address, configuration options appear under the email address on the right side of the screen. To access the configuration options for existing email addresses (listed on the left side of the screen), the user should click on the email address on the left.

Email Information for Nicolas Mercator	
Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> mercator@mercatorandmercatorinc.com</p> <p><i>Secondary e-mail addresses:</i> add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="mercator@mercatorandmercatorinc.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text" value="Show all cases for this e-mail address"/> <small>(Copy case lists from here)</small></p> <hr/> <p>Case-specific options</p> <p>Add additional cases for noticing <input type="text"/></p> <p>These cases will send notice <i>per filing</i>. <small>(default method)</small></p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice as a summary report</p> <p>These cases will send notice <i>as a summary report</i>. <small>(alternate method)</small></p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice per filing</p>

The following is an explanation for each option:

Should this e-mail address receive notices:	For the primary email the default is Yes and should always be Yes.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. Per Filing sends an email for each individual NEF. Summary Report sends one daily summary email notice that lists all the filings for that day and will be sent the following day. The Summary Report setting is not recommended.
In what format should notices be sent to this e-mail address?	Controls the format of the emails—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 email message unless the court overrides the user's preference.
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.

To add additional cases for which to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field and then either click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases). To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the Change selected cases to notice as a summary report button (if summary noticing is the default method, then this button will be labeled Change selected cases to notice per filing). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button. In the screens below, only the bottom right portion of the Email Information screen is shown.

Case-specific options

Add additional cases for noticing

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

4:08-cr-00002 USA v. Beethoven

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

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

Delete selected cases Change selected cases to notice per filing

Case-specific options

Add additional cases for noticing

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

4:08-cr-00002 USA v. Beethoven

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

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

7:08-cv-00001-FJF Foley v. Davis
6:08-cr-00001-LRL-FJF USA v. Johnson

Delete selected cases Change selected cases to notice per filing

For secondary email addresses, the additional **Should this e-mail address receive notice for all cases in which this individual is a participant?** option appears in the Configuration Options section of the screen. The user can answer **Yes** or **No**. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

After any changes on the email screen ensure you click the “Return to Person Information Screen” AND then you click the **Submit** button on the Person Information Screen.