

## Interface for Email Information Screen

Log into ECF, Click the **Utilities** link on the blue bar, hover over **Your Account**, click **Maintain Your Email**.

For external users with PACER accounts, updates to the primary email address are made through the PACER Service Center (PSC). The **Maintain Your Email** link is available to add secondary email addresses and keep *NJD* ECF noticing information up to date. Changes made via **Maintain Your Email** are local changes and will only affect your *NJD* ECF noticing information.

### Registered e-mail addresses

Primary e-mail address:

[testuser@njd.uscourts.gov](mailto:testuser@njd.uscourts.gov)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

### 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 fields—one for the primary email address controlled by PSC and one for secondary email addresses. When the user clicks the email address link listed under “Primary e-mail address”, configuration options appear under the email address on the right side of the screen.

### Registered e-mail addresses

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[add new e-mail address](#)

Submit all changes

Clear

### Configuration options

[testuser@njd.uscourts.gov](mailto:testuser@njd.uscourts.gov) [Edit Primary Email Address](#)

Should this e-mail address receive notices?  Yes  No

Verify free look use when viewing NEF documents?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

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

#### Case-specific options

Add additional cases for noticing

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

^

v

Remove selected cases Change selected cases to notice per filing

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

^

v

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

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

When the user clicks the “add new e-mail address” hyperlink under “Secondary e-mail addresses”, a text field appears on the right side of the screen. The user should enter his/her secondary e-mail address in this field.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address:  <a href="mailto:testuser@njd.uscourts.gov">testuser@njd.uscourts.gov</a></p> <p>Secondary e-mail addresses:  <a href="#">add new e-mail address</a></p> <p>Submit all changes Clear</p>	<input type="text"/>

Once the user enters a complete secondary email address, configuration options appear under the email address on the right side of the screen. To access the configuration options for the existing primary email address or any existing secondary email addresses (listed on the left side of the screen), the user should click on the specific email address they wish to configure.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address:  <a href="mailto:testuser@testmail.com">testuser@testmail.com</a></p> <p>Secondary e-mail addresses:  <a href="mailto:testusersecondary@testmail.com">testusersecondary@testmail.com</a>  <a href="#">add new e-mail address</a></p> <p>Submit all changes Clear</p>	<input type="text" value="testusersecondary@testmail.com"/> Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No Verify free look use when viewing NEF documents? <input type="radio"/> Yes <input checked="" type="radio"/> No How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text Should this e-mail address receive general announcement notices from this court? <input type="radio"/> Yes <input checked="" type="radio"/> No <hr/> <p><b>Case-specific options</b></p> <p>Add additional cases for noticing</p> <input type="text"/> These cases will send notice <i>per filing</i> . (default method) <input type="text"/> <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/> <hr/> These cases will send notice <i>as a summary report</i> . (alternate method) <input type="text"/> <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/> <hr/> <input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)

The following is an explanation for each option:

Should this e-mail address receive notices?	For the primary email address, the default is <b>Yes</b> . To disable the primary address, select <b>No</b> . If set to <b>No</b> , the primary email address will not receive notices of electronic filing (NEFs).
**Should this e-mail address receive notice for all cases in which this individual is a participant?*	If <b>Yes</b> , the email address will receive NEFs for all cases in which the user is a participant. (** <b>SECONDARY EMAIL ADDRESSES ONLY</b> **)

<p>Verify free look use when viewing NEF documents?</p>	<p>The Free look usage verification option is available to the NEF document viewing process when configuring an email message in CM/ECF.</p> <p>Setting the option to Yes, allows the application to prompt users to confirm the free look usage before providing the document and consuming the one free look option.</p> <p>Once configured, and the application processes a free document viewing request, tied to the specific email address, the following prompt displays:</p> <p><b>"This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge."</b></p> <p>Select <b>Continue</b> to view the one free look or <b>Cancel</b>.</p> <p>Setting the option to <b>No</b>, causes the application behavior to remain the same.</p>
<p>How should notices be sent to this e-mail address?</p>	<p>Sets the default delivery method for notices sent to this address. <b>Per Filing</b> sends an email for each individual NEF. <b>Summary Report</b> 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.</p>
<p>Should this e-mail address receive general announcement notices from this court?</p>	<p>If <b>No</b>, the user will not receive general court announcement email message unless the court overrides the user's preference.</p>
<p>In what format should notices be sent to this email address?</p>	<p>Controls the format of the emails—either <b>HTML</b> or <b>Text</b>.</p>
<p>Show all cases for this e-mail address</p>	<p>Displays a list of all cases for which the user is configured to receive NEFs.</p>

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 **Remove 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)

3:22-cv-00001 ASDF ^  
3:22-cv-00002 GHJK  
1:21-mc-00001 LZXC v

Remove selected cases

Change selected cases to notice as a summary report

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

^  
v

Remove selected cases

Change selected cases to notice per filing

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

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Remove selected cases

Change selected cases to notice per filing

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

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 configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

Click **Submit All Changes** to save your work.