

ATTORNEY - Quick Reference Guide

How to Receive Case Activity (Email) Notifications (without entering an appearance)

Turning on Notifications

Step	Action
1	Go to: Utilities > Maintain Your ECF Account.
2	Choose the "Email information" box at the bottom of the screen.
3	Check the box next to "Send notices in these additional cases" and insert the case number in the text field to the right. Click on "Find this Case." Enter as many case numbers as you wish.
4	Click "Return to Account screen" box at the bottom of the screen.
5	Click Submit.
6	The confirmation screen will show that the update was successfully made, as well as the list of all cases for which email notifications have been turned on.

Turning off Notifications

Step	Action
1	Go to: Utilities > Maintain Your ECF Account
2	Choose the "Email information" box at the bottom of the screen.
3	To remove only one case, delete that case number from the text box.
4	To turn off all notifications, uncheck the box next to "Send notices in these additional cases."
5	Click on "Return to Account screen."
6	Click Submit.
7	The confirmation screen will show that the update was successfully made, and an updated case list will appear.