



Instructions on How to Setup Email Notification of Electronic Filings for Specific Cases in CM/ECF

You will need a Case Management/Electronic Case Filing (CM/ECF) login and password before proceeding. If you do not have a CM/ECF login, then visit the Court's website at <http://www.nysd.uscourts.gov>.

If you have your CM/ECF login information, then follow the instructions outlined below to add a specific case to your account to receive an automatic email notification, or Notice of Electronic Filing (NEF), when a non-sealed document is electronically filed in that case. It is recommended that you use a Mozilla Firefox browser. Also, please note that the screenshots below may vary by browser and browser version.

ADDING A CASE TO RECEIVE NOTIFICATION

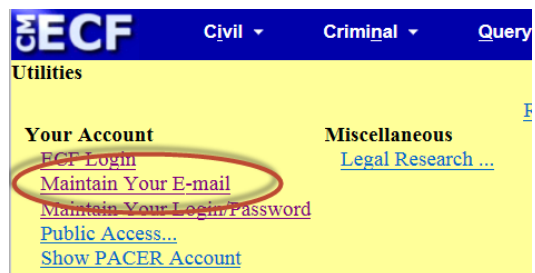
To start receiving automatic email notifications of e-filed documents for a specific case:

- 1) Go to Pacer using Internet Explorer or FireFox.
- 2) Log in to Pacer using your login and password. Go the SDNY filing system

- 3) Click on Utilities.



- 4) Click on Maintain Your Email.



- 5) A list of service options will appear. Make sure the Yes radio button is selected for the question "Should this e-mail address receive notices?" Set the remaining values to your preference.

Registered e-mail addresses	Configuration options
Primary e-mail address: your_name@gmail.com	your_name@gmail.com
Secondary e-mail addresses: add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
Submit all changes Clear	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
	Case-specific options
	Add additional cases for noticing
	These cases will send notice per filing. (default method)
	<input type="text"/>
	Remove selected cases Change selected cases to notice as a summary report
	These cases will send notice as a summary report. (alternate method)
	<input type="text"/>
	Remove selected cases Change selected cases to notice per filing
	Show all cases for this e-mail address (Copy case lists from here)

- 6) Enter the case number for the case for which you would like to receive the automatic notifications. Use the **-*-*-* case number format to find your case. For example, for case number 1:16-cv-00020 use 16-20. Click on Find This Case to continue.

NOTE: Insert a comma between case numbers if there is more than one case number entered.

Registered e-mail addresses	Configuration options
Primary e-mail address: your_name@gmail.com Secondary e-mail addresses: add new e-mail address <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	your_name@gmail.com Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input 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 Case-specific options Add additional cases for noticing 10-20 <input type="button" value="Find This Case"/> These cases will send notice <i>per filing</i> . (default method) [dropdown] <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/> These cases will send notice <i>as a summary report</i> . (alternate method) [dropdown] <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/> <input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)

- 7) Select your case(s) and click on Add case(s). The email address will now receive the automatic notifications selected for this case.

Case-specific options

Add additional cases for noticing

1:16-cv-20

Registered e-mail addresses	Configuration options
Primary e-mail address: your_name@gmail.com Secondary e-mail addresses: add new e-mail address <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	your_name@gmail.com Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input 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 Case-specific options Add additional cases for noticing [dropdown] These cases will send notice <i>per filing</i> . (default method) 1:16-cv-00020-RMB Stewart v. City of New York et al <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/> These cases will send notice <i>as a summary report</i> . (alternate method) [dropdown] <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/> <input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)

- 8) When you are finished adding a case or cases, you may click on Return to Person Information Screen to return to the Maintain User Account screen.

Registered e-mail addresses

Primary e-mail address:
[your_name@gmail.com](#)

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

REMOVING A CASE TO STOP NOTIFICATION

To stop receiving automatic email notifications of e-filed documents for a specific case,

- 1) Go to New York Southern District's CM/ECF site at <https://ecf.nysd.uscourts.gov/>
- 2) Log in to CM/ECF using your login and password
- 3) Click on Utilities
- 4) Click on Maintain Your Email
- 5) Click on the email address you would like to stop receiving the notifications

Registered e-mail addresses
Primary e-mail address:
[your_name@gmail.com](#)
Secondary e-mail addresses:
[add new e-mail address](#)

- 6) Select the case number of the case for which you would like to stop receiving notifications of e-filed documents.

Registered e-mail addresses
Primary e-mail address:
[your_name@gmail.com](#)
Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options
your_name@gmail.com
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

Case-specific options
Add additional cases for noticing
These cases will send notice per filing. (default method)
1:16-cv-00020-RMB Stewart v. City of New York et al

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

(Copy case lists from here)

- 7) Click on Remove selected cases

These cases will send notice per filing. (default method)
1:10-cv-00020-DAB Dees v. Hersey's Inc.

- 8) The case number is removed from the list and notifications will no longer be sent to the configured email address

Registered e-mail addresses
Primary e-mail address:
[your_name@gmail.com](#)
Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options
your_name@gmail.com
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

Case-specific options
Add additional cases for noticing
These cases will send notice per filing. (default method)

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

(Copy case lists from here)

- 9) When you are finished removing a case or cases, you may click on Return to Person Information Screen to return to the Maintain User Account screen

Registered e-mail addresses

Primary e-mail address:
[your_name@gmail.com](#)

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

