CM ECF   CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

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.

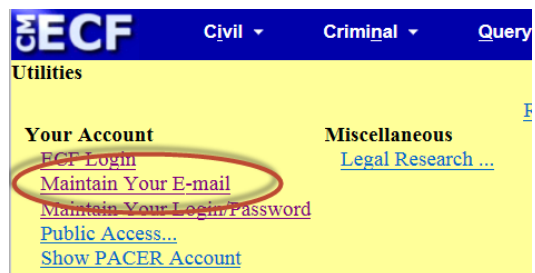# ADDING A CASE TO RECEIVE NOTIFICATION

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.

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.

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

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.

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

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

7) Click on Remove selected cases

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

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

[Submit all changes] [Clear]