

Adding Secondary Email Addresses

Introduction

This document gives step-by-step instructions for adding a secondary email address to your CM/ECF account for all of your cases or for a specific case only.

The clerk's office suggests that you add at least one secondary email address to all of your cases. The secondary email addressee will receive Notices of Electronic Filing (NEF's) for documents filed in your cases and will also receive a free look within the NEF unless the document is restricted to the primary email account, only.

See page 3 of this document for an explanation of each configuration option.

Adding a Secondary Email Address for All Cases

Add a secondary email address for all of your cases by taking the following steps:

Step	Action
1.	Go to the Utilities menu on the top blue bar of CM/ECF
2.	Click on the Maintain User Account
3.	Select the button labeled Email Information
4.	Under the heading Secondary email addresses , click on the instruction <i>add new email address</i>
5.	Type the secondary email address in the white box on the right side of the screen
6.	Select a radio button for each of the configuration option questions that appear
7.	Select the Yes radio button for the question ' <i>Should this email address receive notice for all cases in which this individual is a participant</i> '
8.	Click on Return to Person Information Screen
9.	Click on the Submit all changes button on the left side of the screen
10.	You may need to click additional submit buttons to apply this change to all of your cases

**Adding a
Secondary Email
Address for a
Specific Case**

Add a secondary email address for a specific case by taking the following steps:

Step	Action
1.	Go to the Utilities menu on the blue bar of CM/ECF
2.	Click on the Maintain User Account
3.	Select the button labeled Email Information
4.	Under the heading Secondary email addresses , click on the instruction <i>add new email address</i>
5.	Type the secondary email address in the white box on the right side of the screen
6.	Select a radio button for each of the configuration option questions that appear
7.	Select the No radio button for the question <i>‘Should this email address receive notice for all cases in which this individual is a participant’</i>
8.	In the box entitled ‘These cases will send notice per filing’ , remove all of the cases in the list except for the case in which the secondary email addressee is to receive NEFs. To select the cases, click on one case and then press and hold the ‘Ctrl’ button while selecting the rest of the cases to remove
9.	Once all of the cases to remove have been highlighted, click the Remove selected cases button
10.	Click on Return to Person Information Screen
11.	Click on the Submit all changes button on the left side of the screen

Configuration

The following chart explains the configuration options for email

**Options for
Email Addresses**

addresses:

Option	Description
Should this email address receive notices?	For the primary email address, the default is Yes . If you change the response to No , then the primary email address will not receive NEFs. This is not recommended.
How should notices be sent to this email address?	Sets the default delivery method for notices sent to this address. If Per Filing , an email will be sent for each individual NEF. If Summary Report , one daily summary email notice that lists all the filings for that day will be sent. If this option is selected, an additional option is added to the screen <i>Should this email address receive a 'No Activity' notice when no summary noticing occurs?</i> If Yes , the Daily Summary Report email will include the message “no transactions found for this time period” when no activity occurs in these cases for which the user is configured to receive summary notices. If No , then no email will be generated when there is no activity in cases.
In what format should notices be sent to this email address?	Controls the format of the emails – either HTML or Text.
Should this email address receive general announcement notices from this court?	If No , the user will not receive general court announcement email messages unless the court overrides the user’s preference (e.g., the message is urgent and must be sent to all users).
Show all cases for this email address button	Displays a list of all of the cases for which the user is configured to receive NEFs.
Should this email address receive notice for all cases in which this individual is a participant?	This question only appears for secondary email addresses. If Yes is selected, the secondary email addressee will receive NEFs for all of the cases in which the primary email addressee is a participant. If No is selected, the secondary email addressee will receive NEFs for only those cases that are selected.