



CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM



UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

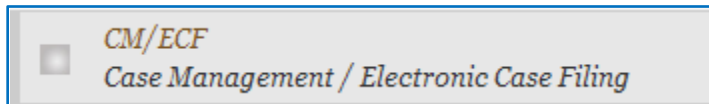
Instructions for Media on How to Setup Email Notification of Electronic Filings for Specific Cases in CM/ECF

You will need a Case Management/Electronic Case Filing (CM/ECF) Media Access login and password before proceeding. If you do not have a CM/ECF login, then visit the Court's website at <http://www.cacd.uscourts.gov> and navigate to the "Receiving E-Mail Notifications of Electronic Filings in Specific Cases" page (click on the Newsworthy tab and then the Media link) to learn more about how to apply for a CM/ECF Media Access account. You may also email CACMediaAccess@cacd.uscourts.gov or call (213) 894-0088 for more information.

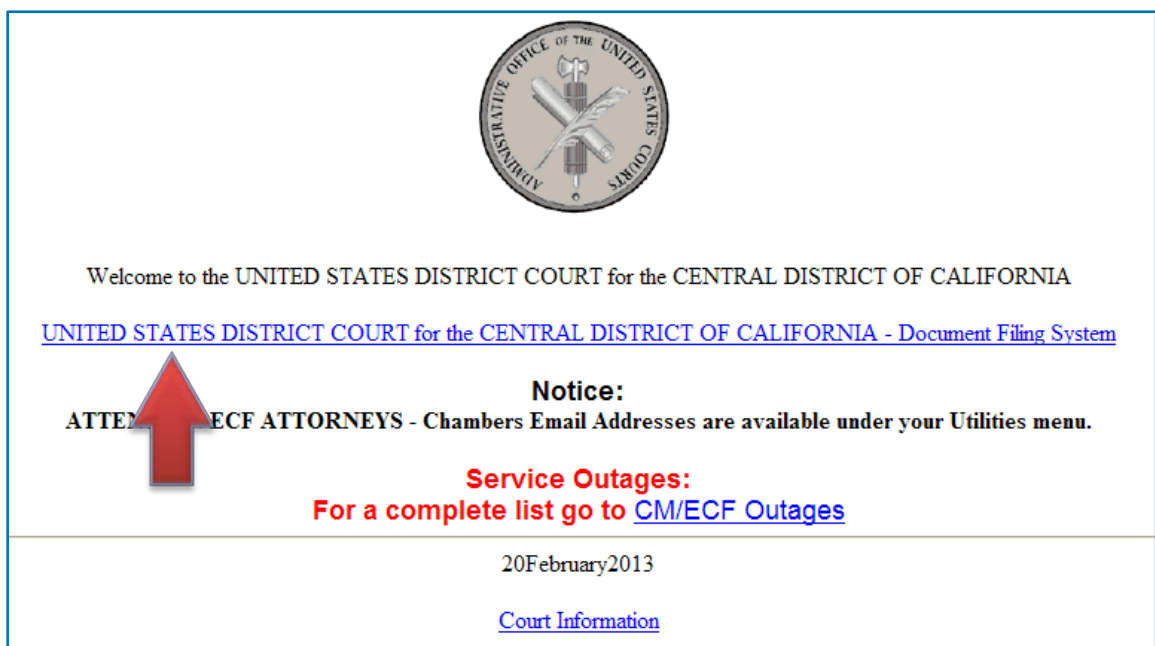
If you have your CM/ECF login information, then follow the instructions outlined below to add a specific case to your account to receive an automatic email notification, or Notice of Electronic Filing (NEF), when a non-sealed document is electronically filed in that case. It is recommended that you use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

ADDING A CASE TO RECEIVE NOTIFICATION

- 1) Go to <http://www.cacd.uscourts.gov/> and click on **CM/ECF Case Management / Electronic Case Filings**.



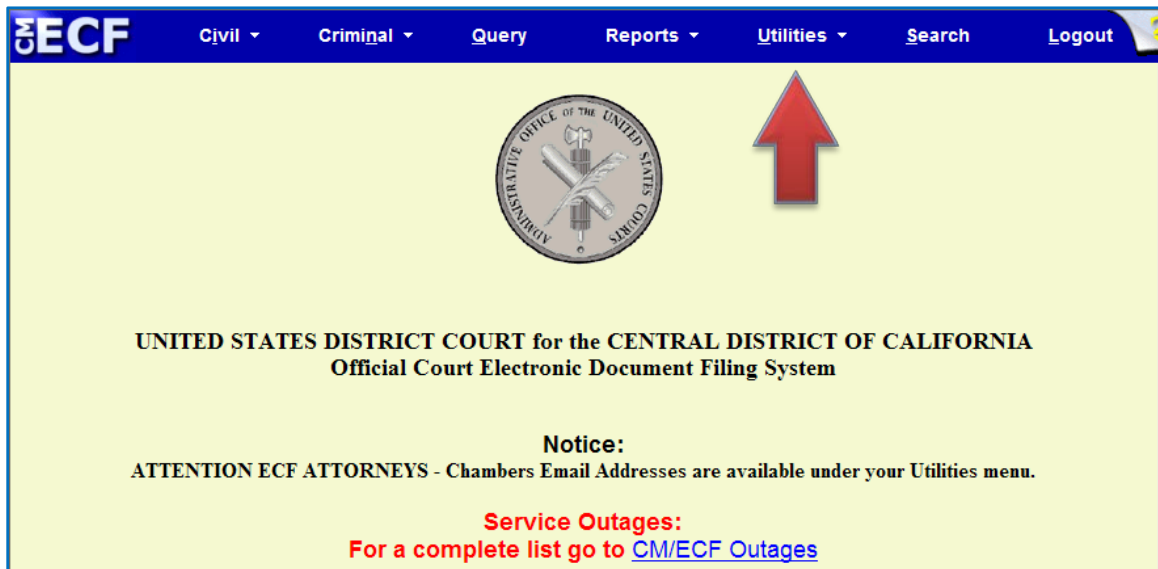
- 2) Click on **UNITED STATES DISTRICT COURT for the CENTRAL DISTRICT OF CALIFORNIA – Document Filing System**.



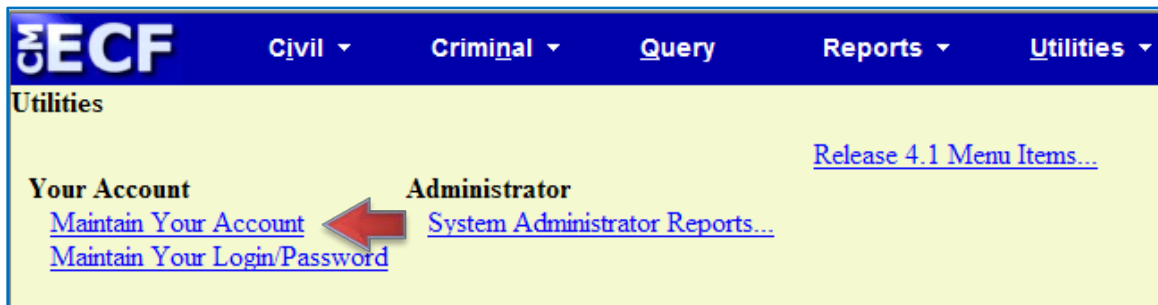
- 3) Log in to CM/ECF using your login and password.

A login form titled "Authentication" in a bold black font. It has a yellow background. There are two input fields: "Login:" and "Password:". Below the input fields are two buttons: "Login" and "Reset".

- 4) Click on **Utilities**.




- 5) Click on **Maintain Your Account**.




- 6) Click on **Email information....**

The screenshot shows a form titled 'Email information...'. The form has a yellow background and a blue border. It contains three input fields: 'Initials', 'DOB', and 'End date'. Below these fields are two buttons: 'Email information...' and 'More user information...'. At the bottom of the form, there are two buttons: 'Submit' and 'Clear'. A red arrow points to the 'Clear' button.

- 7) Click on **add new e-mail address**.

Registered e-mail addresses	Configuration options
Primary e-mail address: add new e-mail address  <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	Please enter a primary e-mail address. Configuration options are not available and additional addresses are not active without a primary e-mail address.

- 8) Add the email address where you would like to receive the automatic notifications.

Registered e-mail addresses	Configuration options
Primary e-mail address: add new e-mail address <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/> 	Please enter a primary e-mail address. Configuration options are not available and additional addresses are not active without a primary e-mail address. <input type="text"/>

- 9) After inserting an email address, 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: test_account@cacd.uscourts.gov Secondary e-mail addresses: add new e-mail address <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	<input type="text" value="test_account@cacd.uscourts.gov"/> 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 checked="" type="radio"/> Yes <input type="radio"/> No Case-specific options Add a case for noticing <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"/> These cases will send notice as a <i>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"/> <input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)

- 10) Enter the case number for the case for which you would like to receive the automatic notifications in the **Add a case for noticing** field and click on **Find This Case**.

Registered e-mail addresses

Primary e-mail address:
test_account@cacd.uscourts.gov

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

[Return to Person Information Screen](#)

[Clear](#)

Configuration options

test_account@cacd.uscourts.gov

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 a case for noticing
13-100 [Find This Case](#)

These cases will send notice *per filing*. (default method)

[Remove selected cases](#)

[Change selected cases to notice as a summary report](#)

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

[Remove selected cases](#) [Change selected cases to notice per filing](#)

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

Use the ****.*.*.*.*** case number format to find your case. For example, for case number 5:13-cv-00100-TJH-OPx use 13-100.

- 11) Select your case and click on **Add case(s)**.

Case-specific options

Add a case for noticing
5:13-cv-100 [Hide Case List](#)

Select a case:

- ☐ 2:13-cr-00100-MMM USA v. Summers (closed 02/12/2013)
- ☐ 2:13-cv-00100-URC United States of America v. Mitch J Carson
- ☐ 2:13-mc-00100-GHK Wallace (closed 05/01/2013)
- ☐ 2:13-mj-00100-DUTY USA v. SEARCH WARRANT (closed 02/25/2013)
- ☒ 5:13-cv-00100-TJH-OP Lawrence Nadler et al v. Natures Way Products LLC et al
- ☐ 5:13-mj-00100-DUTY USA v. Arrellano-Guerra (closed 02/27/2013)
- ☐ 8:13-cv-00100-CJC-JPR Rick Mansour v. Cach, LLC et al (closed 05/28/2013)
- ☐ 8:13-mj-00100-DUTY USA v. Saucedo-Perez (closed 03/21/2013)

[Add case\(s\)](#)

- 12) The email address added in Step 8) will now receive the automatic notifications selected for this case.

Email Information for Chris Silva Media

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: test_account@cacd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p>test_account@cacd.uscourts.gov</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Case-specific options</p> <p>Add a case for noticing</p> <p>5:13-cv-00100-TJH-OP Lawrence Nadler et al v. Natures Way Products LLC et al</p> <p>Remove selected cases Change selected cases to notice as a summary report</p> <p>These cases will send notice as a summary report. (alternate method)</p> <p>Remove selected cases Change selected cases to notice per filing</p> <p>Show all cases for this e-mail address (Copy case lists from here)</p>

- 13) 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:
test_account@cacd.uscourts.gov

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

[Return to Person Information Screen](#) [Clear](#)



REMOVING A CASE TO STOP NOTIFICATION

To stop receiving automatic email notifications of e-filed documents for a specific case, repeat Steps 1-6 outlined above and perform the following additional steps.

- 1) Click on the email address you would like to stop receiving the notifications.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: test_account@cacd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p>Select an e-mail address to configure.</p>

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

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: test_account@cacd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="test_account@cacd.uscourts.gov"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Case-specific options</p> <p>Add a case for noticing</p> <p><input type="text"/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p>5:13-cv-00100-TJH-OP Lawrence Nadler et al v. Natures Way Products LLC et al (interest)</p> <p>Remove selected cases Change selected cases to notice as a summary report</p> <hr/> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="text"/></p> <p>Remove selected cases Change selected cases to notice per filing</p>

- 3) Click on **Remove selected cases**.

Case-specific options

Add a case for noticing

These cases will send notice *per filing*. (default method)

5:13-cv-00100-TJH-OP Lawrence Nadler et al v. Natures Way Products LLC et al (interest)

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

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

Remove selected cases Change selected cases to notice per filing

- 4) The case number is now removed and notifications will no longer be sent to the configured email address.

Registered e-mail addresses

Primary e-mail address:
test_account@cacd.uscourts.gov

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

[Return to Person Information Screen](#) [Clear](#)

Configuration options

test_account@cacd.uscourts.gov

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 a case for noticing

These cases will send notice *per filing*. (default method)

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

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

Remove selected cases Change selected cases to notice per filing

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

- 5) 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:
test_account@cacd.uscourts.gov

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

