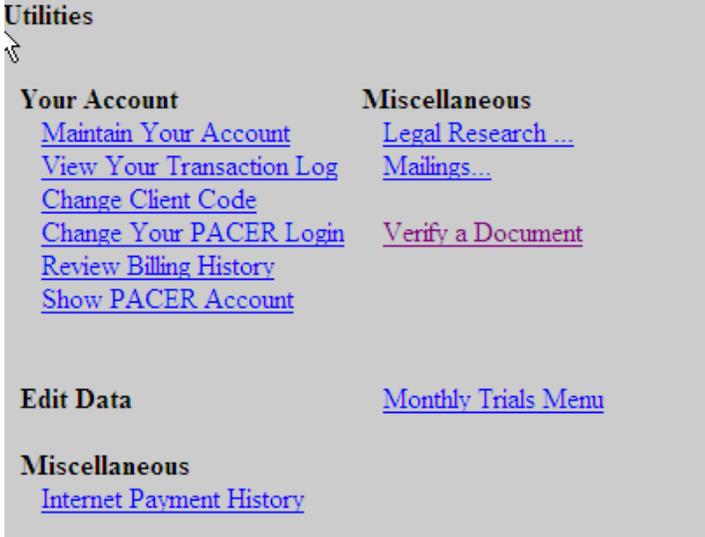


Important Points to Keep in Mind

CM/ECF offers several utilities to users that are helpful in working with the system. In addition to providing tools that may help you to monitor your use of CM/ECF, the utilities section is where you will manage your CM/ECF password and record your e-mail address, mailing address, and other important information.

It is your responsibility to manage your own CM/ECF account. If you do not maintain a current e-mail and mailing address, you will not receive notices electronically or through the postal service.

<p>1. Click Utilities to access your account.</p>	
<p>2. Select the appropriate option.</p>	

If you want to	Then click ...
Update your contact information	Maintain Your Account
Change your login or password	Maintain Your Account
Set e-mail preferences	Maintain Your Account
Check activity on your account	View Transaction Log
View mailing information for a case	Mailings
Generate Mailing Labels	Mailings

Update Your Contact Information

Maintain User Account

Last name First name Filer status

Middle name Generation Filer status comment

Gender ATY Type

Title

Bar number Type crt

Prisoner id Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials End date

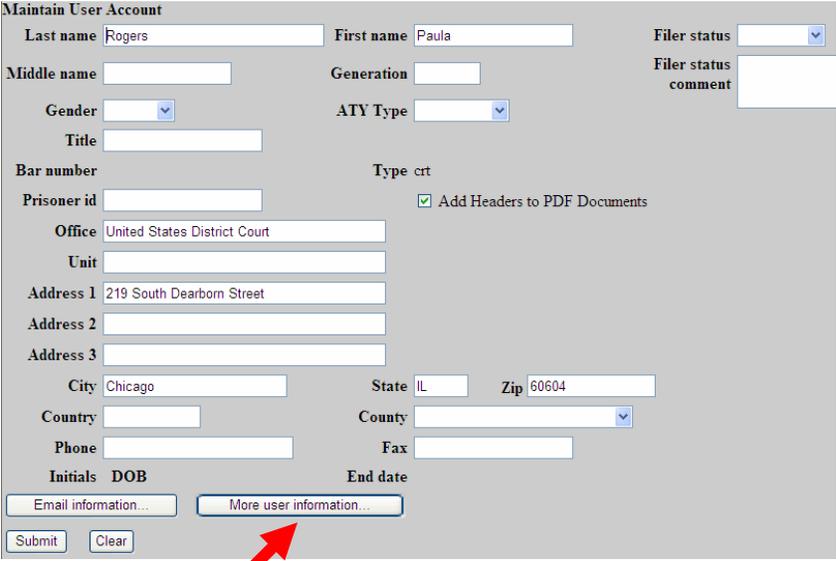
Click Submit when done.

Field	Description/Action
Name	Verify that your information is correct.
Generation	Optional: Enter I, II, etc. For example, John Smith III..
Title	Optional: Mr., Mrs. Ms., Dr., etc.
Gender	Optional: Click the ▼ arrow and select.
ATY	Optional: Click the ▼ arrow and select the type of attorney.
Bar Number	Enter your Illinois State Bar ID number. Leave blank if you do not have an ID.
Prisoner id	Leave blank.
Office/Unit	Optional: Enter the name of your firm and unit to which you are assigned.
Address, City, State, Zip	Enter your postal service mailing address. This address will be used when a notice or other information is mailed out manually.

Managing Your Account

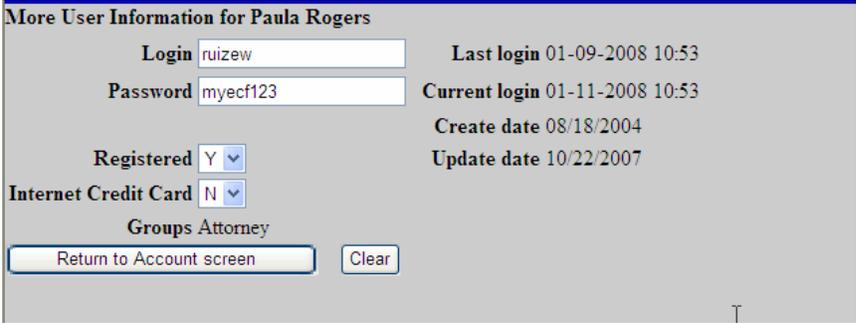
Change Login and/or Password

1. Click **More user information.**



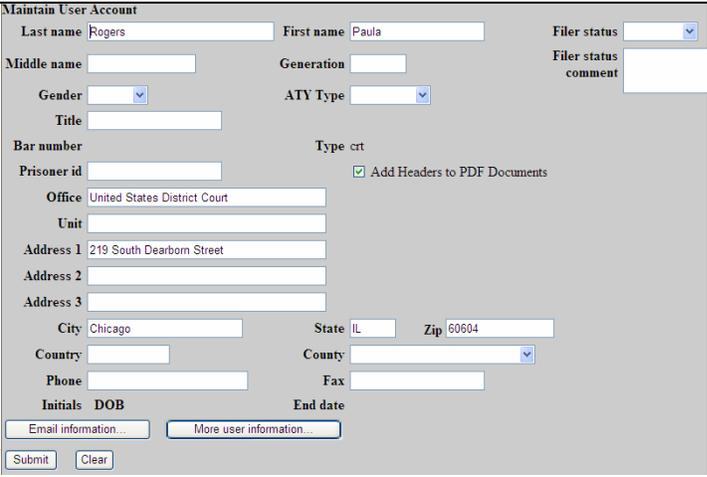
2. Enter the desired login and/or password.

3. Click **Return to Account screen.**



4. Click **Submit.**

You MUST submit your changes from this screen!



Managing Your Account

Set e-Mail Preferences

1. Click **Email information.**

Maintain User Account

Last name: Rogers First name: Paula Filer status: [dropdown]
Middle name: [input] Generation: [input] Filer status comment: [input]
Gender: [dropdown] ATY Type: [dropdown]
Title: [input]
Bar number: [input] Type crt: [input]
Prisoner id: [input] Add Headers to PDF Documents
Office: United States District Court
Unit: [input]
Address 1: 219 South Dearborn Street
Address 2: [input]
Address 3: [input]
City: Chicago State: IL Zip: 60604
Country: [input] Country: [dropdown]
Phone: [input] Fax: [input]
Initials: [input] DOB: [input] End date: [input]
Buttons: Email information... More user information...
Buttons: Submit Clear

2. Enter your e-mail address.
3. Select a delivery method.

Email Information for Paula Rogers

Primary E-mail Address	Format	Delivery Method	In All	Active My Cases	Additional Options
paula_rogers@lnd.courts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Buttons: Add Additional E-mail Address Individual NEF Summary NEF son Information Screen Clear

Delivery Method

Select **Individual NEF** to receive an e-mail for each document filed or entry to the docket.

Select **Summary NEF** to receive an e-mail that summarizes all activity from the previous day (12:00 a.m. – 11:59 p.m.).

Managing Your Account

- Select additional options.
- Add additional email addresses if desired.
- Click **Return to Person Information Screen**.

Additional Cases

Select this option to receive notice on additional cases with which you are not associated with. Keep in mind that **PACER fees will apply**.

Delivery Method Exceptions

Select this option if you've selected to receive a Summary NEF, but want to receive individual e-mails on specific cases.

Select Additional Cases

- Select **Additional Cases**.
- Click **Add**.
- Enter the case number.
- Click **Add to List**.
- Repeat for additional cases.
- Click **Return to Person Information Screen**.

Add Additional e-Mail Addresses

1. Click **Add Additional E-mail Address**.

2. Enter the e-mail address.
3. Select the delivery options.
4. Repeat for up to five secondary addresses.
5. Click **Return to Person Information Screen**.

- ☞ To have the recipient receive notice in all your cases, check the **In All My Cases** box. Otherwise, specify the cases.
- ☞ To deactivate the secondary e-mail address, uncheck the box under the “Active” column.
- ☞ The “free look” does not apply to secondary email addresses. PACER fees will apply to secondary email addresses.

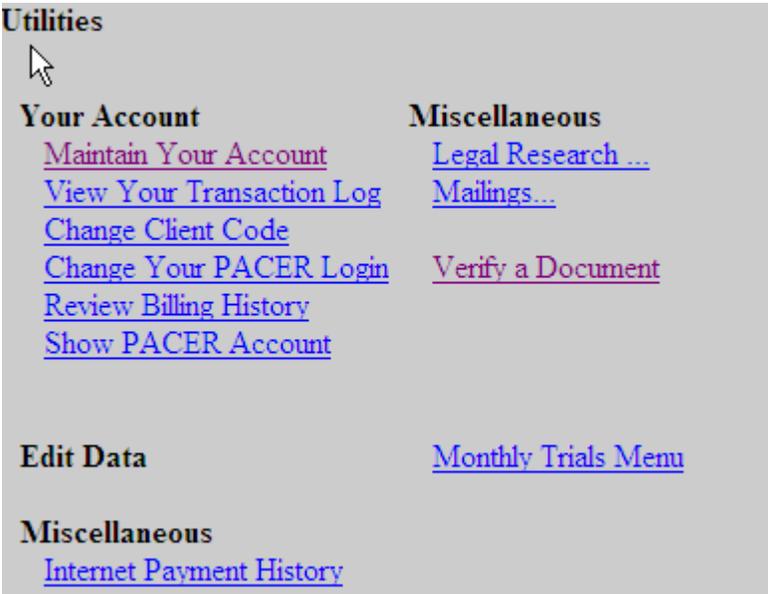
View Your Transaction Log

The transaction log is a report that lists all CM/ECF entries and transactions that you made during a specified time period.

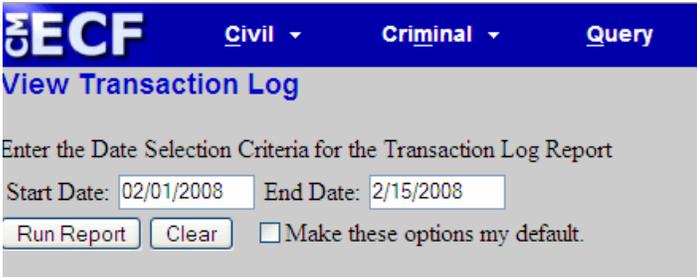
- 1. Click **Utilities** on the main menu.



- 2. Click **View Your Transaction Log**.



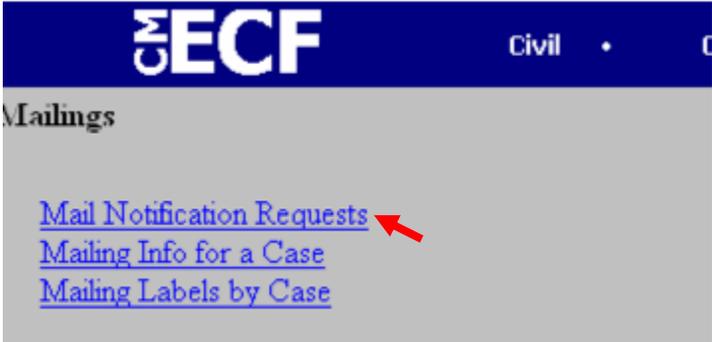
- 3. Enter the date range.
- 4. Click **Run Report**.



Transaction Log			
Report Period: 01/11/2008 - 01/11/2008			
Id	Date	Case Number	Text
161065	01/11/2008 08:40:40	1-04-cv-8000	AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)
161068	01/11/2008 09:33:09	1-04-cv-8000	MOTION by Defendant Arklng Group for summary judgment (Rogers, Paula)
161069	01/11/2008 10:19:21	1-04-cv-8000	NOTICE of Motion by Thurston D Smith, Jr for presentment of motion to dismiss[6], motion to expedite [7] before Honorable Wayne R. Andersen on 1/15/2008 at 09:30 AM. (Rogers, Paula)

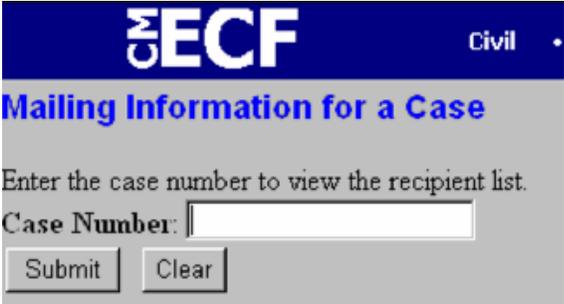
Account activity for the date range entered.

Mailings



Mail Notification Requests

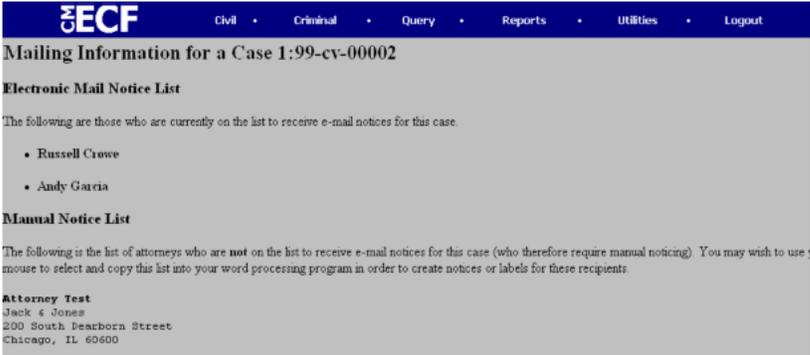
Click this link for information for one or more people who have requested e-mail notification from CM/ECF. (You will need to login to your PACER account to retrieve this information.)



Mailing Info for a Case

Identify who is receiving e-mail notices and notices through the postal system in a specific case.

- 1. Click the **Mailing Info for a Case** link.
- 2. Enter the case number.
- 3. Click **Submit**.



Mailing Labels by Case

Click this link to generate a set of mailing labels for use in a case.

The screenshot shows a web interface for generating mailing labels. At the top, there is a blue header with the 'ECF' logo and the word 'Civil' followed by a dropdown arrow. Below the header, the title 'Mailing Labels by Case' is displayed in blue. The form contains a 'Case number' input field with '99-2' entered. Below this, there are two options: a checked checkbox for 'All' with the instruction 'Select ALL participants for case', and the word 'OR' followed by the instruction 'Select any combination of the following'. There are three checkboxes: 'Participants' (checked), 'Judges' (unchecked), and 'Attorneys' (unchecked). The 'Participants' checkbox is linked to a multi-select dropdown menu showing 'Amicus' and 'Appellant'. Below the checkboxes is a 'Print format' dropdown menu with options '1 column', '2 columns', and '3 columns'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Mailing Labels by Case

Generate and print mailing labels for use in a case.

1. Click the **Mailing Labels by Case** link.
2. Enter the case number.
3. Click the ▼ arrow and select the participants. To select more than one participant hold down the **CTRL** key while clicking each name.
4. Select a format for the labels.
5. Click **Next** to display the labels.