
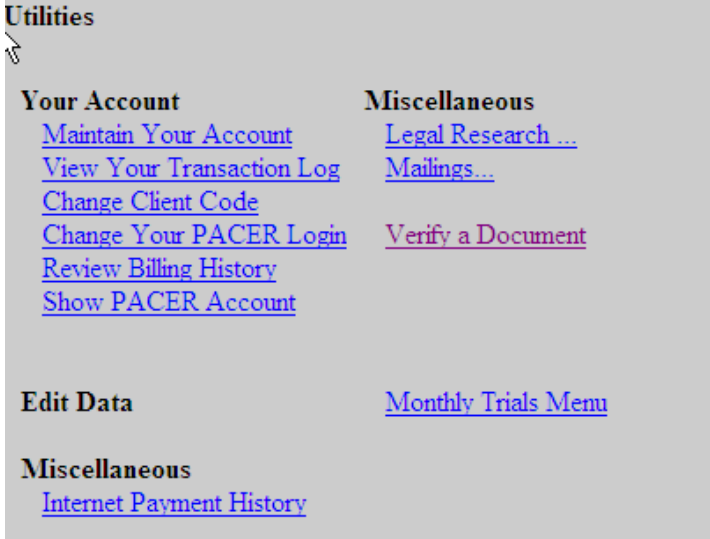


Important Points to Keep in Mind

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 ... and refer to the instructions in this guide.
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

Update Your Contact Information

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title

Bar number Type aty

Prisoner id Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials DOB 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.
Address, City, State, Zip	Enter your postal service mailing address. This address is used when a notice or other information is mailed out manually.

Change Password

1. Click **More user information.**

Maintain User Account

Last name: Crowe First name: Ryan

Middle name: Generation:

Gender: ATY Type:

Title:

Bar number: Type aty:

Prisoner id: Add Headers to PDF Documents

Office: Crowe, Austin and Austin

Unit:

Address 1: 1234 West State Street

Address 2:

Address 3:

City: Chicago State: IL Zip: 60604

Country: County:

Phone: 312-111-1111 Fax:

Initials: DOB: End date:

Email information... More user information...

Submit Clear

2. Enter the desired password.
3. Click **Return to Account screen.**

More User Information for Ryan Crowe

Login: crower1 Last login: 10-07-2009 13:31

Password: 09CROW19 Current login: 10-08-2009 13:31

Create date: 04/27/2004

Update date: 01/08/2009

Registered Y

Internet Credit Card Y

Groups Attorney

Return to Account screen Clear

4. Click **Submit.**

You MUST submit your changes from this screen!

Maintain User Account

Last name: Crowe First name: Ryan

Middle name: Generation:

Gender: ATY Type:

Title:

Bar number: Type aty:

Prisoner id: Add Headers to PDF Documents

Office: Crowe, Austin and Austin

Unit:

Address 1: 1234 West State Street

Address 2:

Address 3:

City: Chicago State: IL Zip: 60604

Country: County:

Phone: 312-111-1111 Fax:

Initials: DOB: End date:

Email information... More user information...

Submit Clear

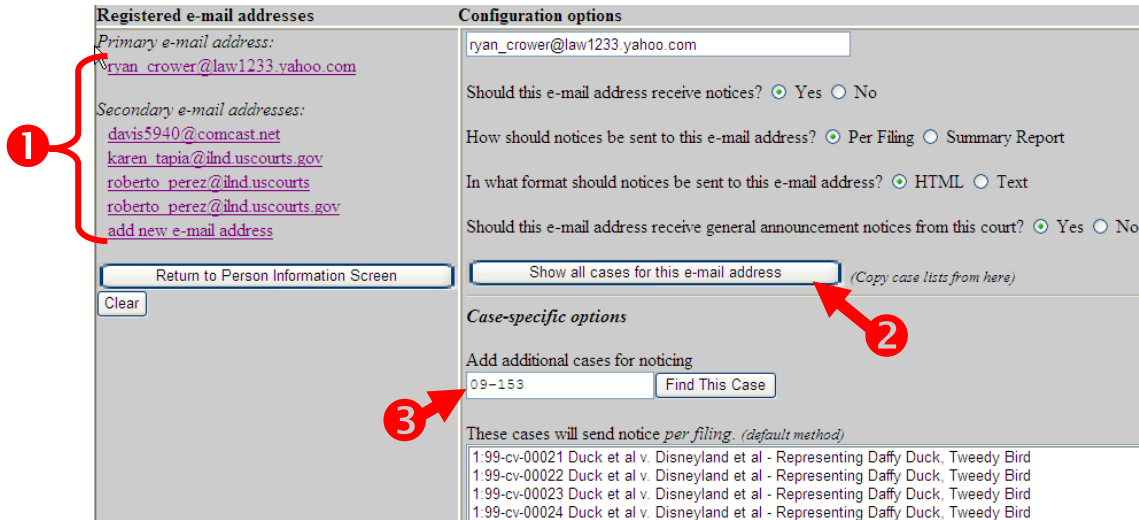
Set e-Mail Preferences

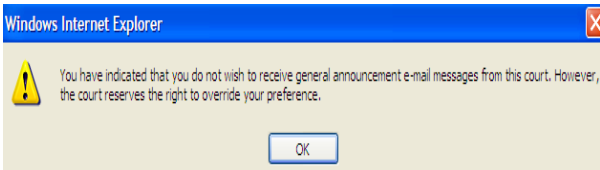
1. Click **Email information.**

2. Enter your e-mail address.
3. Select the delivery method options.
4. (Optional) Enter the case number of any additional case for which you wish to receive notice.
5. Click **Return to Person Information Screen.**
6. Click **Submit.**

In this example, the default options display and no additional cases are noticed.

E-Mail Options



	If you want to	Then ...
1	View the selected configuration options for a specific email address.	Click the desired email address.
2	View all cases associated with a listed email address	A. Select the email address displayed on the left. B. Click Show all cases for this email address . The cases display below the case number.
3	Add a case for noticing	Enter the case number, and then click Find this Case .
4	Opt out of receiving general announcement notices from the court.	Select the Yes radio button. You will see the following message. 

When you have completed your changes, you must click Return to Person Information Screen and click Submit.

Add Additional e-Mail Addresses

1. Highlight the email address that displays on the right.

2. Type the email address to be added to the account.
3. Set the configuration options for this email.
4. Click **Return to Person Information Screen**.
5. Click **Submit**.

When you start typing, the old address will disappear.

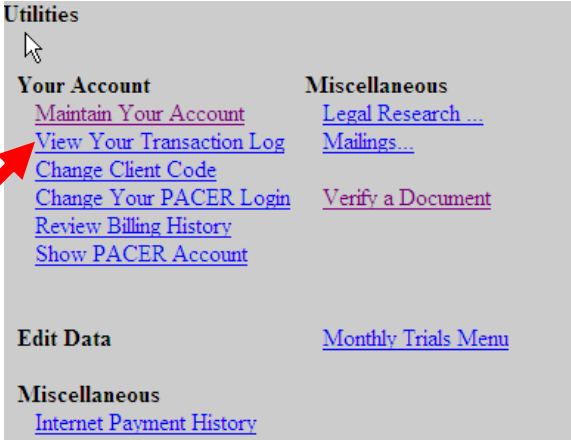
View Your Transaction Log

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

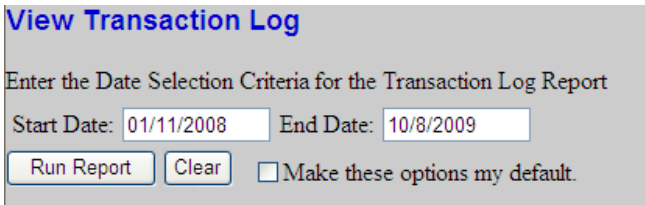
- 1. Click **Utilities** on the main menu.



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



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



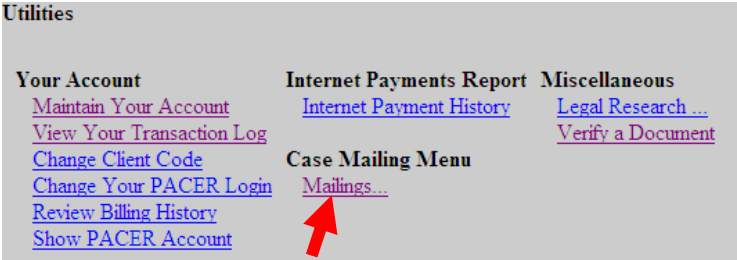
Transaction Log			
Report Period: 01/11/2008 - 01/11/2008			
Id	Date	Case Number	Text
161065	01/11/2008 08:40:40	1-04-cv-8000	AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)
161068	01/11/2008 09:33:09	1-04-cv-8000	MOTION by Defendant Arkling Group for summary judgment (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)

Mailings

1. Click **Utilities**.



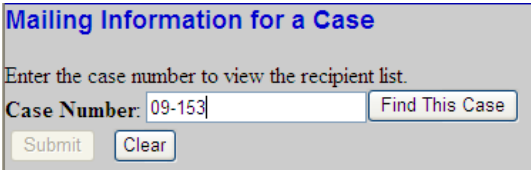
2. Click **Mailings**.



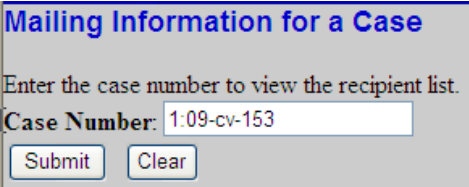
3. Click **Mailing Info for a Case**.



4. Enter the case number and click **Find This Case**.



5. Click **Submit**.



6. The mailing list displays.

In this example, there are no manual filers.

If an attorney or pro se was a manual filer, the name would be listed under **Manual Notice List**.

Mailing Information for a Case 1:09-cv-00153

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case:

- Ryan Crowe
anita_baugard@lnd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case. Please use your mouse to select and copy this list into your word processing program in order to create a mailing label.

- (No manual recipients)