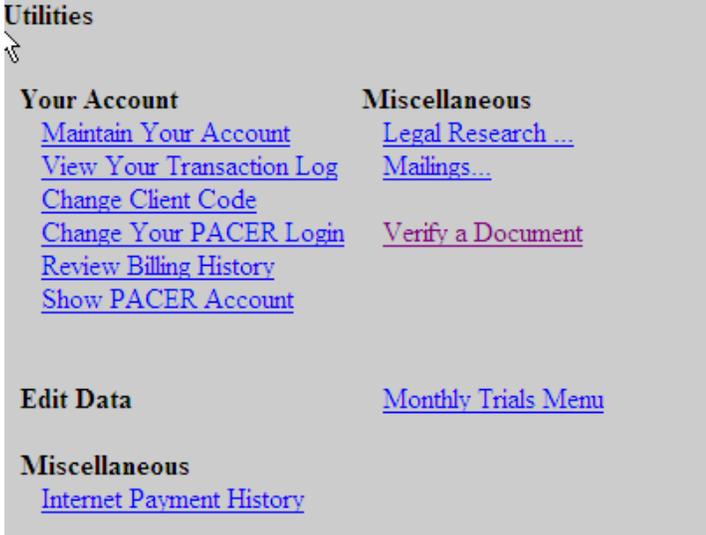


Important Points to Keep in Mind

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.**

The screenshot shows the 'Maintain User Account' form. The form contains various input fields for user details: Last name (Crowe), First name (Ryan), Middle name, Gender, Title, Bar number, Prisoner id, Office (Crowe, Austin and Austin), Unit, Address 1 (1234 West State Street), Address 2, Address 3, City (Chicago), State (IL), Zip (60604), Country, Phone (312-111-1111), Fax, Initials, and End date. There are also dropdown menus for Generation and ATY Type. A checkbox labeled 'Add Headers to PDF Documents' is checked. At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. A red arrow points to the 'More user information...' button.

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

The screenshot shows the 'More User Information for Ryan Crowe' screen. It displays login information: Login (crower1), Last login (10-07-2009 13:31), Password (09CROW19), Current login (10-08-2009 13:31), Create date (04/27/2004), and Update date (01/08/2009). Below this, it lists 'Registered Y' and 'Internet Credit Card Y'. At the bottom, there are two buttons: 'Return to Account screen' and 'Clear'.

- 4. Click **Submit.**

You **MUST** submit your changes from this screen!

This screenshot is identical to the one in step 1, showing the 'Maintain User Account' form. A red arrow points to the 'Submit' button at the bottom left of the form.

Set e-Mail Preferences

1. Click **Email 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:

Buttons: Email information... More user information... Submit Clear

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.**

Registered e-mail addresses

Primary e-mail address:
ryan_crower@law1233.yahoo.com

Secondary e-mail addresses:
davis5940@comcast.net
karen_tapia@dnd.uscourts.gov
roberto_perez@dnd.uscourts.gov
roberto_perez@dnd.uscourts.gov
[add new e-mail address](#)

Buttons: Return to Person Information Screen Clear

Configuration options

ryan_crower@law1233.yahoo.com

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

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

Case-specific options

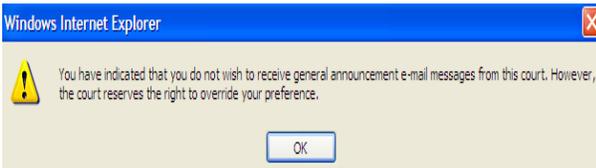
Add additional cases for noticing

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

1:09-cv-00009 Doe v. Doe (interest)
1:99-cv-00002 Duck et al v. Disneyland et al - Representing Daffy Duck, Tweedy Bird, Disneyworld, Disneyland
1:99-cv-00003 Duck et al v. Disneyland et al - Representing Daffy Duck, Tweedy Bird, Tweedy Bird, Daffy Duck,
1:99-cv-00004 Duck et al v. Disneyland et al - Representing Daffy Duck, Tweedy Bird

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.

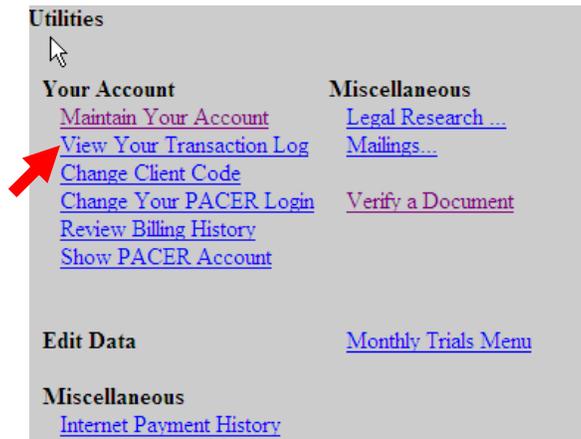
View Your Transaction Log

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**.

A screenshot of a form titled 'View Transaction Log'. It contains the text 'Enter the Date Selection Criteria for the Transaction Log Report'. Below this, there are two input fields: 'Start Date: 01/11/2008' and 'End Date: 10/8/2009'. At the bottom, there are three buttons: 'Run Report', 'Clear', and a checkbox labeled 'Make these options my default'.

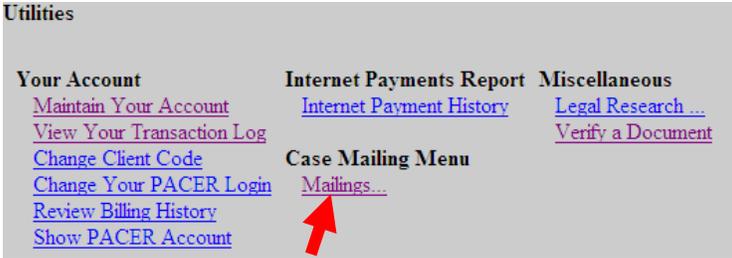
Transaction Log			
Report Period: 01/11/2008 - 01/11/2008			
Id	Date	Case Number	Text
161065	01/11/2008 08:40:40	1-04-cv-8000	AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)
161068	01/11/2008 09:33:09	1-04-cv-8000	MOTION by Defendant Arkling Group for summary judgment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



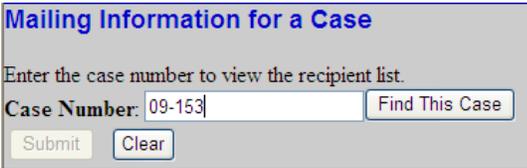
2. Click **Mailings**.



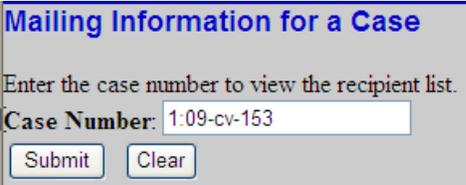
3. Click **Mailing Info for a Case**.



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. You may click on the mouse to select and copy this list into your word processing program in order to create a mailing label.

- (No manual recipients)