UTILITIES MENU

Introduction

The <u>Utilities</u> feature (Figure 1) of the main menu bar provides the means for registered users to maintain their account information, view billing history, and view internet payment history.

Figure 1



Your Account

This section of the <u>Utilities</u> feature provides you the capability to maintain certain aspects of your ECF account with the court and to view your billing history within ECF.

Maintain Your Address

Click the <u>Maintain Your Address</u> hyperlink to open the <u>Maintain User Account</u> information screen (Figure 2).

Figure 2

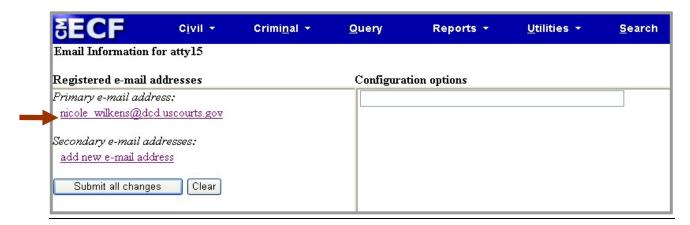


The **Maintain User Account** screen displays all of the registration information that is contained within the ECF database for your account with the court. It is important for you to keep this information up to date so that you can properly receive electronic notices.

Maintain Your Email

Selecting Maintain Your Email opens the screen shown in Figure 3A.

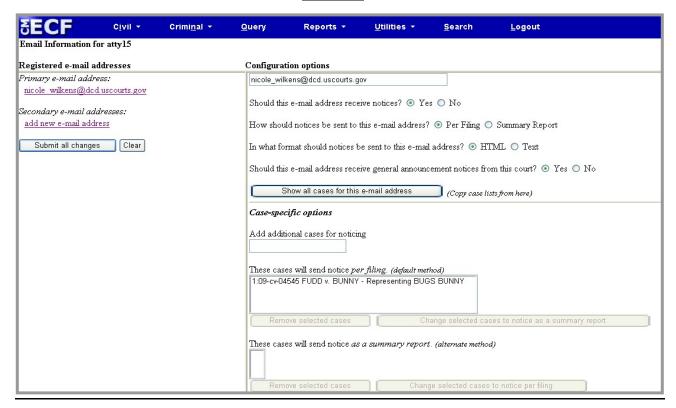
Figure 3A



ECF will email **NEFs** to parties based upon the information entered on this screen. Your email address should appear as the *Primary e-mail address* in Figure 3A. Perform the following steps to edit your email and configuration options:

• Click the hyperlink of your email address and a list of options appears. (Figure 3B)

Figure 3B



- From the options listed, select how you wish to receive notices (per filing or summary report)
 and in which format you wish to receive them (HTML or text). However, do not change the
 default options for:
- Should this email address receive notices? (If switched to No, you will no longer receive any **Notices of Electronic Filing** at all).
- Should this email address receive general announcement notices from this court? (If switched to No, you will not receive announcements pertaining to system outages, rules changes, etc.).
- If you wish to receive email notifications in cases to which you are not a party, enter them in
 the text box titled Add additional cases for noticing (Figure 3B). When you are notified of
 activities in these cases, use your PACER account to view the filed documents.
- Make any other changes as necessary and click [Submit all changes], OR proceed to the next section to add secondary email recipients to your ECF account.

Adding Secondary Email Recipients

Perform the following steps to add secondary email addresses for individuals (e.g., administrative assistants, paralegals, etc.) you wish to receive ECF notification of new case documents:

- From the screen shown in Figure 3A, click <u>add new e-mail address</u>.
- Enter the email address of the first individual you wish to receive ECF notices into the
 Configuration options box. Once the address is entered, a list of options appears for that
 addressee. (Figure 3B).
- From the options listed, select how you wish the recipient to receive notices (per filing or summary report) and in which format they should receive them (HTML or text). You may also select whether they should receive general announcement notices via email as well. However, do not change the default options for:
- Should this email address receive notices? (If switched to No, the recipient will not receive any Notices of Electronic Filing at all).
- If you wish for the secondary recipient to receive email notifications in cases to which they are not a party, enter the case number(s) in the text box titled **Add additional cases for noticing**.
- To add another secondary email recipient, click <u>add new e-mail address</u> and set the options for that recipient as explained above. Repeat this step for as many secondary email recipients you wish to add to your ECF account.
- When all changes have been made, click [Submit all changes].

Removing Secondary Email Recipients

Perform the following steps to remove an email recipient from your ECF account:

- Click on the hyperlink of the email you wish to remove and delete the email address from the *Configuration options* box.
- When all changes have been made, click [Submit all changes].

After clicking [Submit all changes], a new screen opens asking which cases are to reflect the updated information (Figure 3C). Make your selection and click [Submit]. ECF will notify you that your update was successful (Figure 3D).

Figure 3C

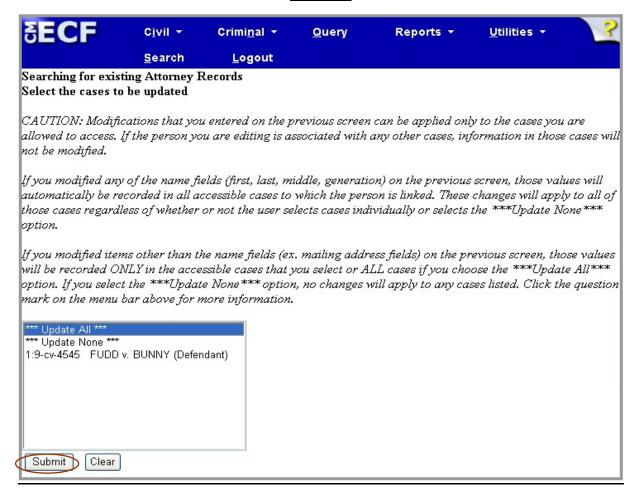
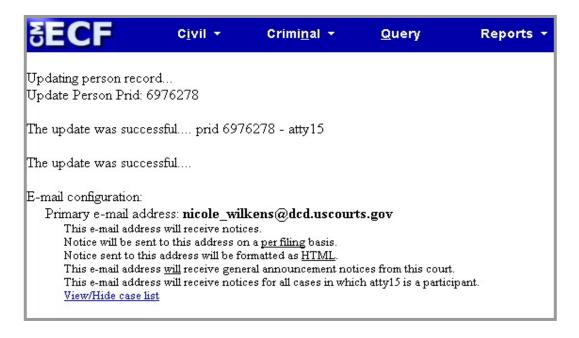


Figure 3D



Other Account Features

Also included under **Your Account** are the following features:

- Change Client Code.
- Review Billing History (displays PACER charges to your account for a selected date range).

Miscellaneous

ECF provides five **Miscellaneous** functions within the **Utilities** feature of the system.

- <u>Internet Payment History:</u> This feature displays all credit card payments (i.e., new case and appeal filing fees) made through ECF for a given date range.
- <u>Legal Research</u>: When you select this feature, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.
- **Verify a Document**: Selecting this feature opens a query screen where you will enter data in the screen fields to locate a particular document attached to a specific case number.
- <u>Court Information:</u> This screen will display a wealth of court information including mailing address, PACER information and case flag definitions.
- <u>NextGen Release 1.1</u> Menu Items: This screen will allow you to see new features of the NextGen Release 1.1. of ECF, including changing your PACER exemption status, and linking a CM/ECF account to your PACER account.