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# U.S. District Court Eastern District of Kentucky

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Maintain E-Mail Account Options  
For Electronic Case Filing (ECF)



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# New User Interface for E-mail

- The E-mail Information screen in Maintain Your E-mail has been modified to provide more streamlined functionality.
  - The following slides will show you how to update your account information to allow others in your office to receive notices in your cases, as well as monitor other cases in the Eastern District of Kentucky.
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# Maintain Current E-Mail Addresses

- It is your responsibility to maintain a current e-mail address in your account. If you do not maintain a current primary e-mail, you will not receive Court notices.
  - The Court strongly encourages you to enter additional e-mail addresses of those individuals you wish to notify concerning ECF activity.
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U.S. District Court  
Eastern District of Kentucky  
Official Court Electronic Document Filing System

In order to access your account information, click on Utilities.

**ATTORNEYS CAN NOT ELECTRONICALLY FILE IN CASES FILED  
BEFORE MARCH 17TH 2003.**

**PRIVACY RULES and REDACTION POLICY:** Civil Rule 5.2 and Criminal Rule 49.1 require that personal identification information must be partially redacted from documents filed with the court. [Click here for more information on the rules.](#) In connection with the Federal Privacy Rules, please read our [Court's Privacy Policy](#) carefully. It is the sole responsibility of counsel and the parties to comply with the rules of this court requiring redaction of personal data identifiers.

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

Welcome to the U.S. District Court for the Eastern District of Kentucky Electronic Document Filing System. This page is for use by attorneys and firms participating in

## Utilities

### Your Account

[ECF Login](#)[Maintain Your Account](#)[Maintain Your E-Mail](#)[Maintain Your Login/Password](#)[View Your Transaction Log](#)[Change Client Code](#)[Change Your PACER Login](#)[Review Billing History](#)[Show PACER Account](#)

### Miscellaneous

[Internet Payment History](#)[Mailings...](#)A yellow rectangular callout box containing the text 'From the Utilities menu, click on Maintain Your E-Mail'. A black arrow originates from the bottom-left corner of the box and points to the 'Maintain Your E-Mail' link in the 'Your Account' section.

From the Utilities menu, click on Maintain Your E-Mail

**Email Information for attorney****Registered e-mail addresses***Primary e-mail address:*[secretary\\_hotmail@example.com](#)*Secondary e-mail addresses:*[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**

Select an e-mail address to configure.

Your correct primary e-mail address should already be entered in this field. If not, please enter your correct primary e-mail address here. Click on the primary e-mail address to update the associated information.

**Email Information for attorney****Registered e-mail addresses**

Primary e-mail address:

[secretary\\_hotmail@example.com](#)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**

secretary\_hotmail@example.com

Should this e-mail address receive notices?  Yes  NoHow should notices be sent to this e-mail address?  Per Filing  Summary ReportIn what format should notices be sent to this e-mail address?  HTML  TextShould 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)

3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation

Once a valid e-mail address has been entered, the e-mail options appear for that e-mail address.

**Email Information for attorney****Registered e-mail addresses**

Primary e-mail address:

[secretary\\_hotmail@example.com](mailto:secretary_hotmail@example.com)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**

secretary\_hotmail@example.com

Should this e-mail address receive notices?  Yes  NoHow should notices be sent to this e-mail address?  Per Filing  Summary ReportIn what format should notices be sent to this e-mail address?  HTML  TextShould 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 notices *per filing*. (default method)

3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation

For your primary account, you must select “Yes” to receive Court notices.

**Email Information for attorney****Registered e-mail addresses**

Primary e-mail address:

[secretary\\_hotmail@example.com](mailto:secretary_hotmail@example.com)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**Should this e-mail address receive notices?  Yes  NoHow should notices be sent to this e-mail address?  Per Filing  Summary ReportIn what format should notices be sent to this e-mail address?  HTML  TextShould this e-mail address receive general announcement notices from this court?  Yes  No*(Copy case lists from here)***Case-specific options**Add additional cases for noticing  

The Court recommends you receive Court notices per filing. You may choose a Summary report of CM/ECF activity; however, with a notice per filing, you will receive a notice each time a document is filed. A Summary NEF is a list of all the documents filed in your cases on the previous day.

**Email Information for attorney**

**Registered e-mail addresses**

Primary e-mail address:

[secretary\\_hotmail@example.com](mailto:secretary_hotmail@example.com)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**

secretary\_hotmail@example.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)

3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation

In order to receive the hyperlink to the document in your Notice of Electronic Filing, select HTML format.

**Email Information for attorney**

**Registered e-mail addresses**

Primary e-mail address:

[secretary\\_hotmail@example.com](mailto:secretary_hotmail@example.com)

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

**Configuration options**

secretary\_hotmail@example.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)*

3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation

Users may opt out of receiving Announcement Notice e-mails; however, this setting can be overridden by the Court.

*Case-specific options*

Add additional cases for noticing

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

3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation

Remove selected cases

Change selected cases to notice as a summary report

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

3:10-cv-00004-DCR Watkins v. IBM (interest)

Remove selected cases

Change selected cases to notice per filing

Add additional cases for noticing, delete case from noticing or click on a specific case to change the e-mail option for that case.

## Email Information for attorney

### Registered e-mail addresses

*Primary e-mail address:*

[secretary\\_hotmail@example.com](#)

*Secondary e-mail addresses:*

[add new e-mail address](#)

Submit all changes

Clear

### Configuration options

Select an e-mail address to configure.

Click on [add new e-mail address](#) to configure additional e-mail addresses.

**ECF** Civil Criminal Query Reports Utilities Search Logout

Email Information for attorney

**Registered e-mail addresses**

Primary e-mail address:  
[secretary\\_hotmail@example.com](#)

Secondary e-mail addresses:  
[paralegal\\_hotmail@example.com](#)  
[add new e-mail address](#)

Submit all changes Clear

**Configuration options**

Should this e-mail address receive notices?  Yes  No

Should this e-mail address receive notice for all cases in which this individual is a participant?  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 additional cases for noticing

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

0:11-cv-00100-HRW-REW Meyer v. Life Insurance Company of North America (Closed on 02/05/2009) - Representing Life Insurance Company of North America
0:12-cr-00004-ART-EBA-2 USA v. Dawkins - Representing USA
0:12-cr-00004-ART-EBA-1 USA v. Dennington - Representing USA, Ashlee Dennington
3:07-cv-00025-KKC Stephens v. UNUM Life Insurance Company of America (Closed on 10/16/2007) - Representing UNUM Life Insurance Company of America
3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation
5:07-cr-00025-JMH-2 USA v. Park (Closed on 02/13/2008) - Representing USA
5:07-cr-00025-JMH-JBT-1 USA v. Park (Closed on 05/13/2008) - Representing USA
5:07-cv-00026-KSF Cress v. SSA (Closed on 10/22/2007) - Representing SSA

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

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

In order for the system to accept your changes, you must click on **Submit all changes** from this screen.

Updating person record...

Update Person Prid: 1015229

The update was successful... prid 1015229 - attorney

The update was successful....

E-mail configuration:

Primary e-mail address: **secretary\_hotmail@example.com**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which attorney is a participant.

[View/Hide case list](#)

Secondary e-mail address: **paralegal\_hotmail@example.com**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which attorney is a participant.

[View/Hide case list](#)

You will receive a verification screen confirming the changes to your account.

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- Remember to update e-mail information in the system each time your e-mail address changes, or when your staff changes.
  - If you need further assistance in modifying your options under Utilities, please contact the ECF Help Desk: 1-866-485-6349
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