

Managing Your E-mail Addresses

The initial E-mail Information screen is divided into two sides. On the left hand side, there are two e-mail address hyperlinks—one for the primary e-mail address and one for the secondary e-mail addresses. To edit the existing Primary e-mail address, click on the hyperlink on the left hand side of the screen. In the text field on the right hand side, enter the new e-mail address. Click on submit all changes, then click submit.

The screenshot shows a web browser window with the URL https://ecf-train.mtd.circ9.dcn/cgi-bin/my_email.pl. The page title is "Email Information for Linda J. Mitchell". The interface is divided into two main sections: "Registered e-mail addresses" on the left and "Configuration options" on the right.

Registered e-mail addresses:

- Primary e-mail address:** Linda_Mitchell@mtd.uscourts.gov
- Secondary e-mail addresses:**
 - Megan_Stewart@mtd.uscourts.gov
 - Traci_Orthman@mtd.uscourts.gov

Buttons:

Configuration options:

Linda_Mitchell@mtd.uscourts.gov

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

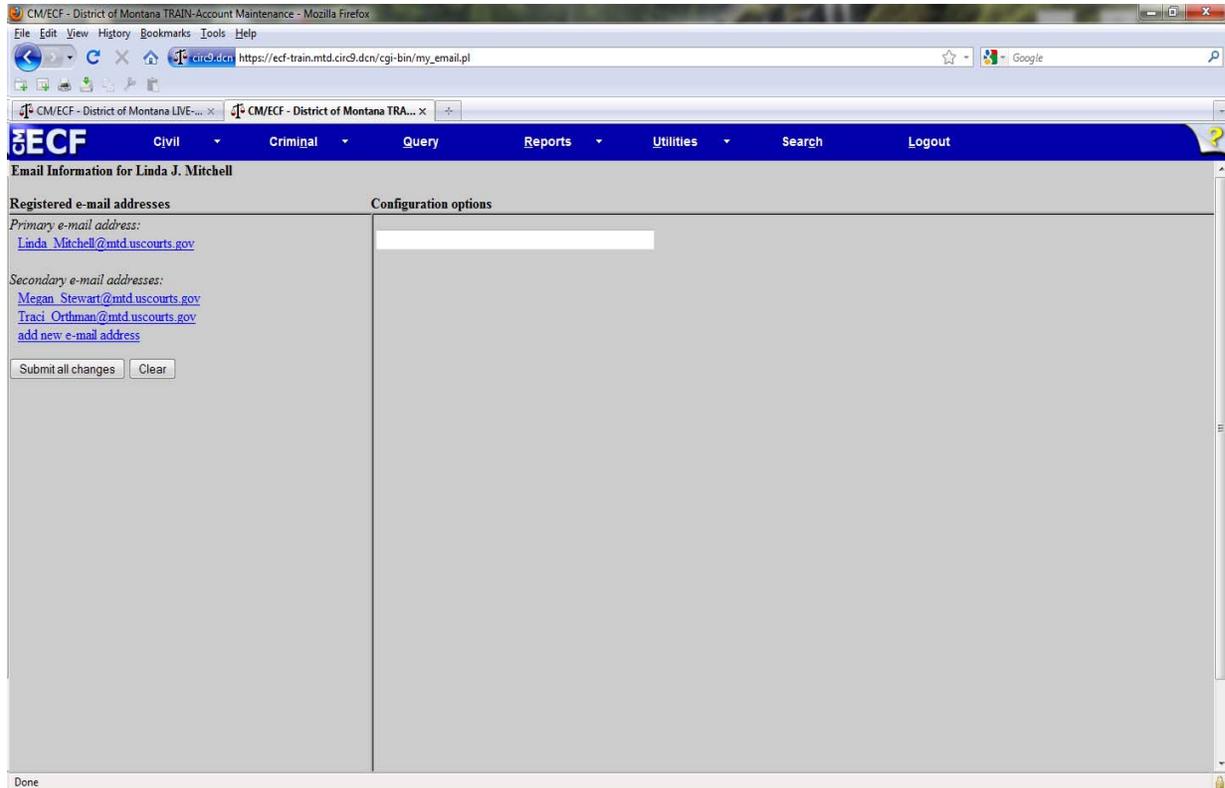
Add additional cases for noticing

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

- 1.04-cv-00140-RFC Bryan v. Northwestern Mutual (Closed on 05/16/2005) - Representing Virginia Bryan
- 1.06-cv-00111-SEH-CSO Chandler Regional Hospital v. Mitchell - Representing Beverly f. Mitchell
- 1.06-cv-00112-SEH-CSO Chandler Regional Hospital v. Mitchell - Representing Beverly f. Mitchell
- 1.06-cv-00333-RFC-RWA - Representing Chad Chandler
- 1.06-cv-06001-RFC-RWA Chandler v. USA - Representing Ben Chandler
- 1.09-cv-99999-RFC-CSO Doe - Representing Amber Doe
- 4.04-cr-00001-SEH-1 USA v. Monroe (Closed on 08/09/2004) - Representing USA
- 4.04-cv-00001-SEH St. Goddard, et al v. BIA (Closed on 11/27/2006) - Representing Margie Deroche, Bureau of Indian Affairs

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

It's recommended that you add at least one secondary e-mail address. To do so, on the left hand side of the screen, click on the hyperlink for new e-mail address under the Secondary e-mail addresses section.



Enter the complete e-mail address and configuration options will appear under the e-mail address on the right side of the screen. Click submit all changes and then click submit again. To access the configuration options for existing email addresses (listed on the left side of the screen), click on the email address on the left.

To delete an existing e-mail address, simply click on the hyperlink for the e-mail address on the left hand side of the screen. When the text field appears on the right hand side of the screen, delete all text from the field and submit all changes, then click submit again.