

## Reminder for adding and modifying email addresses (posted Sept 2007)

As a result of the recent ECF 3.0 upgrade, new email options are available for filers. These options may be found in the "Utilities > Maintain Your Account > E-mail Information" menus. After making additions or changes to email addresses remember to: 1) click "Return to Person Information Screen", 2) click "Submit" at the bottom of the "Maintain Your Account" window, and 3) "Submit" in the "Continue with update of person" window. A primary email address is required for each registered filer.

The image shows a composite screenshot of the ECF 3.0 user interface with three numbered callouts:

- 1**: Points to the "Primary E-mail Address" table. The table has columns: "Primary E-mail Address", "Format", "Delivery Method", "In All Active My Cases", and "Addition". The first row contains "lang@med.uscourts.gov", "HTML", "Individual NEF", a checked checkbox, and "Yes". A "Submit" button is at the end of the row. Below the table is a "Show" dropdown and the text "Additional Cases to Receive NEFs".
- 2**: Points to the "Maintain User Account" form. It includes fields for "Last name" (Lang), "Middle name" (G.), "Gender" (Female), "Title", and "Bar number".
- 3**: Points to a modal window titled "Searching for existing Party Records". It contains the text "Click submit to continue with update of person." and "Submit" and "Clear" buttons.

Navigation tabs for "Civil" and "Criminal" are visible at the top of the interface.