

**United States District Court
District of Minnesota**

Setting Up E-Mail Notification

Media account holders will receive e-mail notification of filings in civil and criminal cases. Account holders may select particular cases of interest, and set up the automatic e-mail notification in their user account. When viewing the filings, the PACER system will charge the account holders \$.08 a page with a cap of \$2.60 to view the entire document on-line.

1. Log into ECF using your ECF login and password issued by the District of Minnesota.
2. Click on **Utilities**.
3. Click on **Maintain Your Account**.
4. Click on the **E-mail Information** button at the bottom of the screen.
5. Enter your e-mail address in the **Primary E-Mail Address** field. Be sure the option “**to my primary e-mail address**” is selected.
6. Your ECF account may have up to two back-up e-mail addresses attached to it. If the “**to these additional addresses**” option is selected, the ECF account holder may type two back up e-mail addresses in that box. Be sure to separate the two addresses with a comma.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

E-mail information for Kristine Wegner

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

7. You will see a check next to “**Send notices in cases in which I am involved**”. Click instead on the box “**Send notices in these additional cases**” to receive

notification of activity for other cases. In the box to the right, enter each case number on a separate line. Please use the format YY-#### (e.g., 06-3499). You do not have to be a party in the cases entered.

8. Select the type of notice you would like to receive. Note that “**Send a notice for each filing**” is automatically selected. This selection sends notices to you immediately upon filing. Click on “**Send a Daily Summary report**” to have a summary of the notices sent to you at the end of the day (midnight).
9. Under **Format Notices**, select the format of the notices most appropriate for your e-mail system. Select “html format for Netscape or ISP e-mail service” or text format for cc:Mail, Groupwise, or other e-mail service. Some experimentation may be required.
10. Click on the **Return to Account Screen** button when finished. From the main account screen window click on the **Submit** button. You will receive a confirmation screen listing the cases and e-mail options you have selected. Click on **Submit** again to finalize the changes.

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New Cases System

The new cases system is a custom report in ECF created by the District of Minnesota. The free report is available on our website (www.mnd.uscourts.gov) and in ECF. It lists the new cases opened in our district within the last 30 days.

1. Log into ECF using your ECF account.
2. Click on **Reports**.
Note: If you used your ECF login, you will be prompted for your PACER login before you can continue May 23, 2007.
3. Under the **Local Reports** heading, click on the **New Cases** link.
4. The New Cases Report appears in a table format. There are no filtering or sorting options available. The list is always up-to-date.

The screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main content area is titled 'Recent Filing' and includes a 'Special Notice' section with several bullet points regarding posting delays, late filings, recusals, MDL cases, and system accuracy. Below the notice is a table with the following data:

Date/Time	Case #	Title/Notes	Rec'd In	Judge	Mag
09/15/06 11:26	0:06cv3732	Huang v Chertoff NOTE:Other statutory	St Paul	ADM	AJB
09/15/06 11:21	0:06cv3733	Bergren, et al v. Pro Transport, et al NOTE:6th Division Motor Vehicle	Fergus Falls	DWF	RLE
09/15/06 11:11	0:06cv3731	EEOC v. America's Best NOTE:Civil Rights Employment	Minneapolis	MJD	AJB
09/15/06 10:36	0:06cv3730	Staniel v USA NOTE:Prisoner	St Paul	PJS	SRN
09/15/06 10:35	0:06cv3729	Eichten v Wal-Mart NOTE:Personal injury	St Paul	PAM	JSM
09/15/06 10:34	0:06cv3728	Voss v Johnson NOTE:Personal injury/product liability	St Paul	JRT	FLN

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Docket Sheets

The docket sheet link will provide access to civil or criminal cases in the District of Minnesota.

1. Log into ECF using your ECF account.
2. Click on **Reports**.
Note: If you used your ECF login, you will be prompted for your PACER login before you can continue.
3. Under the **Reports** heading, click on the **Docket Sheet** link.
4. Enter the case number and any limiting factors such as date ranges or document numbers and run the report.

This is the same information that is available from the public terminals in the clerk's offices.