

Maintaining E-Mail Accounts in CM/ECF

Click on the Utilities Menu

Click on Maintain Your E-mail under Your Account sub-menu

A primary E-mail address is required before any additional options can be selected

Enter the primary address in the proper format and press tab

Specify the E-mail format (html is the most common)

Specify individual or summary for the delivery method

CM/ECF-LIVE-District of Wyoming - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.wyd.uscourts.gov/cgi-bin/login.pl?587107084715472-L_835_0-1

ECF Civil Criminal Query Reports Utilities Logout

Email Information for Attorney

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All My Cases	Additional Options
attorney@attorney.net	HTML	Individual NEF	Yes	Yes	Hide Options

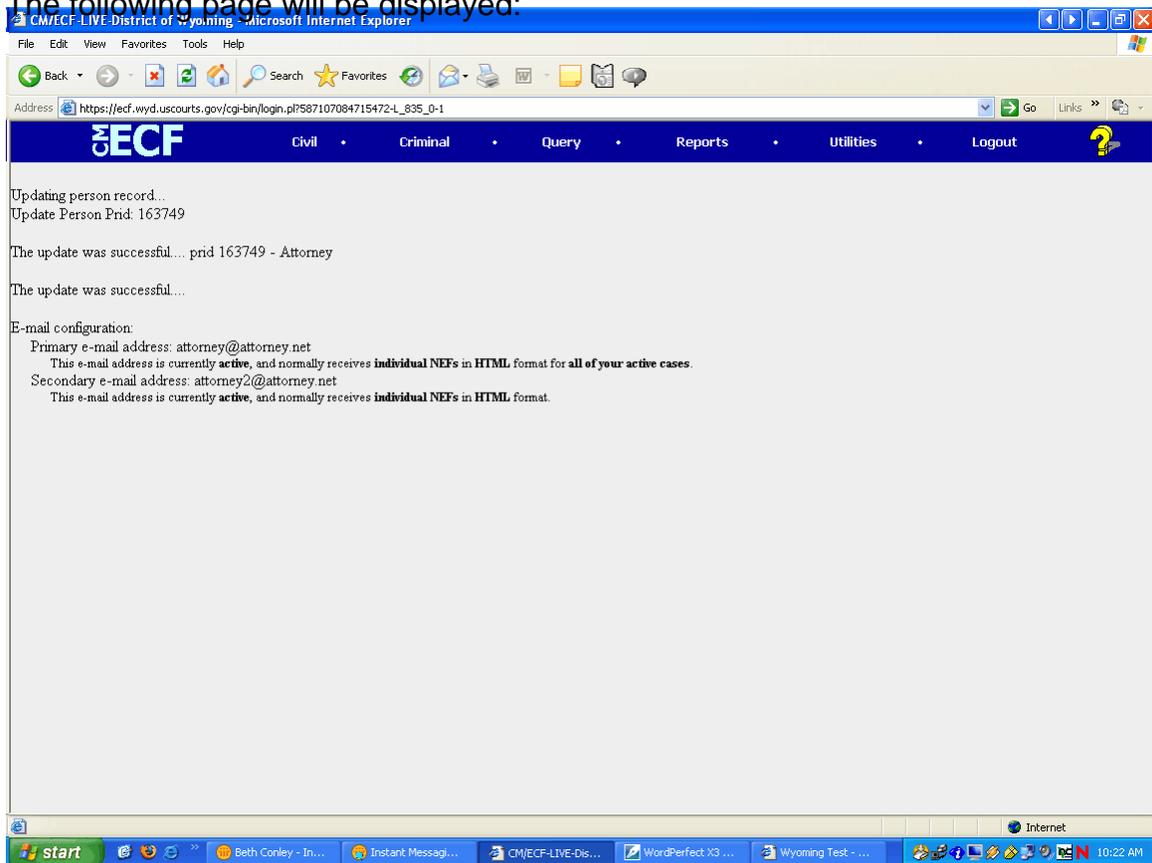
Add Additional E-mail Address Submit Clear

Click on Submit and then Submit again to finish

To Add Additional E-mail Addresses

Follow the steps listed above for each additional E-mail address - be sure to include a checkbox in the box labeled "In All My Cases" if you want the secondary address to receive an NEF for all of your cases

The following page will be displayed:



To remove a secondary E-mail Address just highlight the name and press delete