

Receive NEF emails without becoming a party in the case

- If you are not a party in the case, you **will not** receive ‘One Free Look’
- Login to **CM/ECF**, go to: **Utilities > Maintain Your ECF Account**
- Scroll down, click on: **Email information**
- Place a check mark in the box: **Send notices in these additional cases** (Figure 1)
- Enter the case number(s)
- When finished entering case numbers, scroll down, click on: **Return to Account screen**
- Scroll down, click on: **Submit** (Figure 2)
- If done correctly, the screen will display: **‘Successfully updated...’** (Figure 3)

(Figure 1)

CM/ECF Bankruptcy Adversary Query Reports

Email information for

Primary email address

Secondary email address

Enable confirmation of Free Look Use to verify your one free look will be used

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and f

Send notices for adversary proceedings in which I am directly involved but n

You may receive notices for some bankruptcy cases if it is required by the Clerk

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML Text

(Figure 2)

CM/ECF Bankruptcy Adversary

Maintain User Account

Last name

Middle name

Title

Office

Address 1

Address 2

Address 3

City

Country

Phone

Alternate Phone

Bar ID

Initials

Person end date

(Figure 3)

CM/ECF Bankruptcy Adversary

Maintain User Accounts

Updating person record...

Successfully updated **John Q. Efiler**