

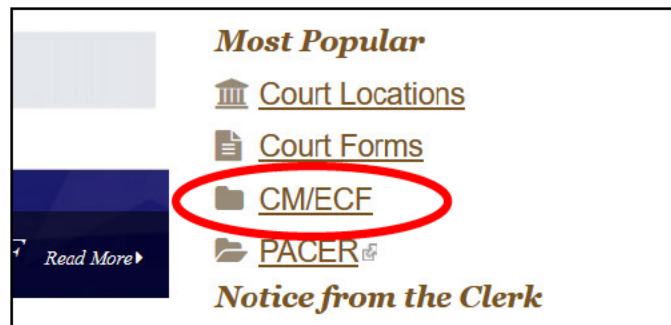
United States District Court, Central District of California

NextGen CM/ECF

Setting Up Case-Specific Email Notifications

Members of the media can sign up to receive email notification whenever something is filed a particular case or cases. You will need an individual, upgraded PACER account, linked to the Court's electronic filing and case management system (CM/ECF). Once you have the necessary account access, follow the steps below to set up notifications in an individual case.

1. From the homepage of the Central District of California's website, www.cacd.uscourts.gov, click on the link to access **CM/ECF**:



2. Click the "CENTRAL DISTRICT OF CALIFORNIA - Document Filing System" link.




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3. Enter your PACER login and password.



California Central District Court - NextGen Login

Login

* Required Information

Username *

Password *

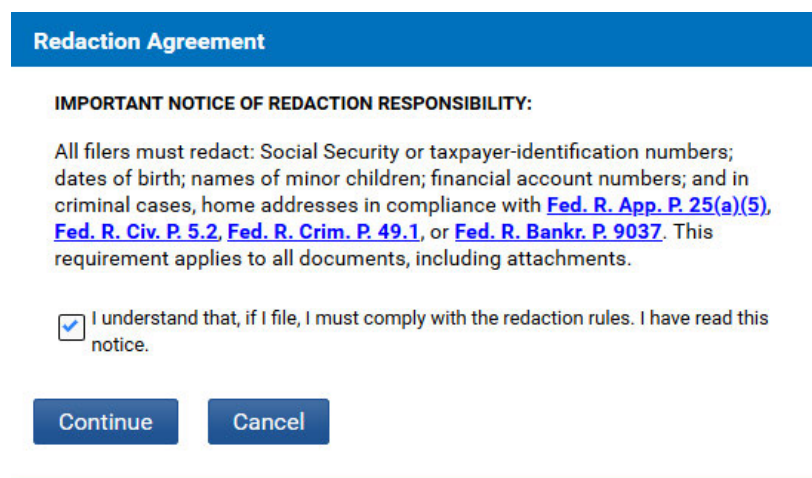
Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

4. If prompted, check the box indicating your understanding of the redaction rules, then click "Continue."



Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue Cancel

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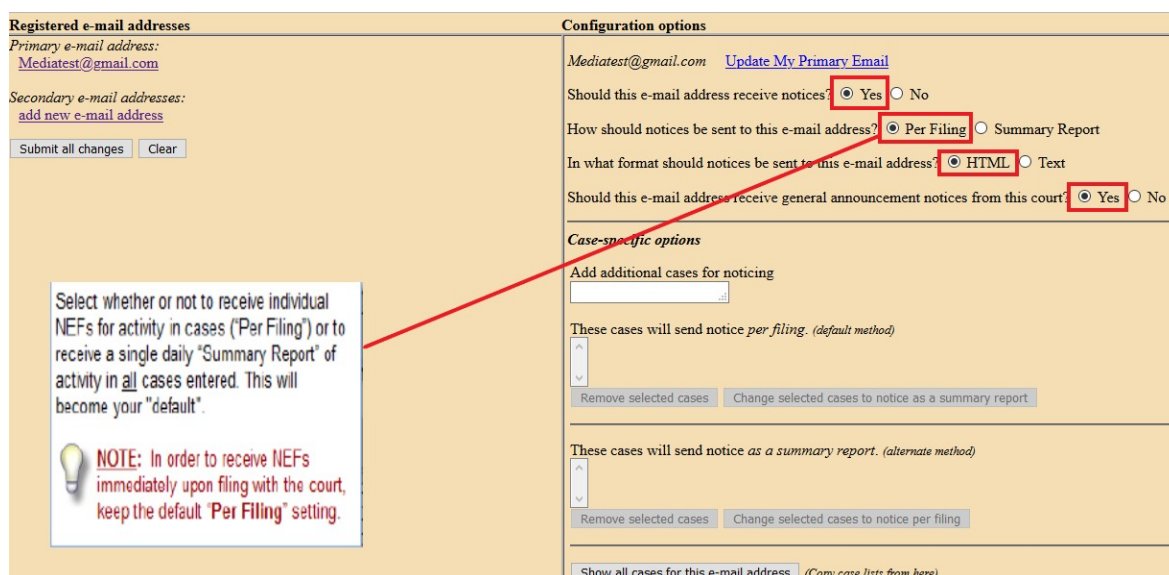
- From the menu bar at the top of the screen, click “**Utilities**,” then “Maintain Your E-Mail Address”:



- On the email information screen, click on the hyperlink for your email address:



- If you selected the “primary e-mail address,” the configuration options will appear for your primary email address:



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IMPORTANT: If you click [Update My Primary Email](#) under “configuration options,” you will be returned to PACER to update your email address. You can select the format or frequency of notices sent to your primary address here, but changes to the address itself must be made through PACER. You may, however, add, edit, or delete **secondary email addresses** on this screen, as well as change the configuration options for secondary email addresses.

- Under “Case-specific options,” you can add individual cases for which you want to receive Notices of Electronic Filing (“NEFs”). Enter one case number at a time in the “Add additional cases for noticing” field, then click “Find This Case.” Be sure to enter case numbers in the following format:

2:10-cv-01234 for civil cases, or
2:10-cr-00123 for criminal cases

(Divisional Office:Year-Case Type-Sequential Number)

- If the case number is valid, the “Add case(s)” button appears:

Case-specific options

Add additional cases for noticing

2:19-cv-10

Add case(s)

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

Remove selected cases Change selected cases to notice as a summary report

- Click the “Add case(s)” button to add the case. The case will then appear in the list below. Repeat for other cases as needed:

Case-specific options

Add additional cases for noticing

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

2:19-cv-00010-PA-RAO Bad Robot, Inc. v. Disney Enterprises, Inc. et al

Remove selected cases Change selected cases to notice as a summary report

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11. Both civil and criminal cases may be included. When adding a criminal case with multiple defendants, the “Select a case” confirmation screen requires each defendant to be selected as a separate case:

Case-specific options

Add additional cases for noticing
2:18-cr-19-1

Select a case:
2:18-cr-00019-PSG USA v. Reed et al
 2:18-cr-00019-PSG-1 Marvin Reed
 2:18-cr-00019-PSG-2 Ervin Galbert

These cases will send notice *per filing*. (default method)
2:18-cr-00019-PSG-2 Ervin Galbert

12. To delete a case or change the method of notice, select the case and then click the appropriate button:

These cases will send notice *per filing*. (default method)
2:18-cr-00019-PSG-2 Ervin Galbert
2:18-cr-00019-PSG-1 Marvin Reed
2:19-cv-00010-PA-RAO Bad Robot, Inc. v. Disney Enterprises, Inc. et al (interest)

13. Before navigating away from this screen, BE SURE TO CLICK THE “**SUBMIT ALL CHANGES**” BUTTON:

Primary e-mail address:
Mediatest@gmail.com

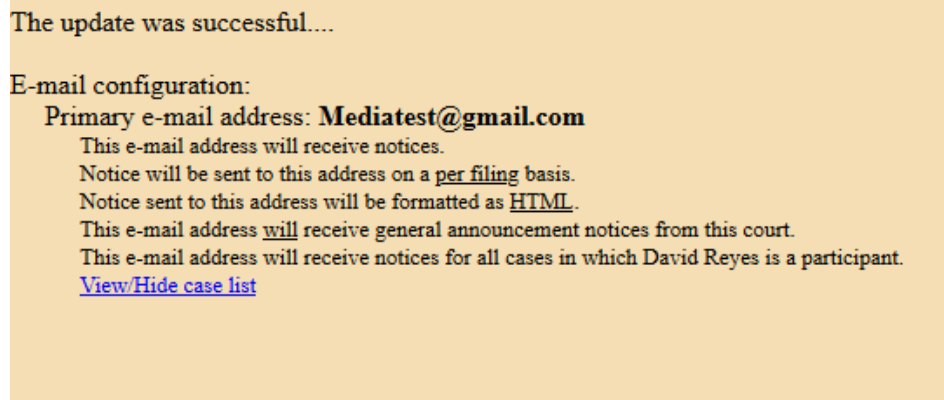
Secondary e-mail addresses:
[add new e-mail address](#)

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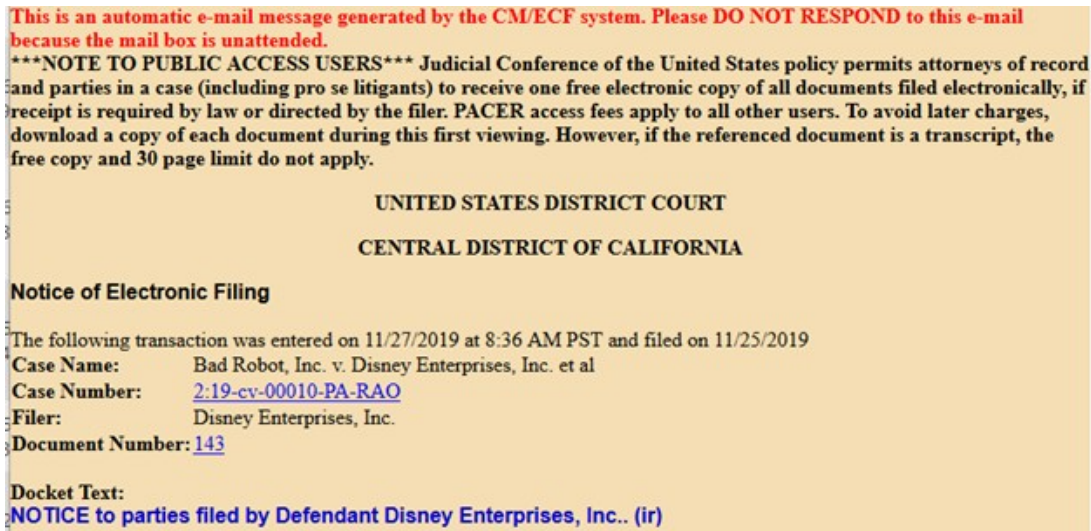
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14. You will know the case(s) have been successfully added when the following screen is displayed:




15. Once you add cases to your list for receiving notices, you will begin receiving Notices of Electronic Filing (“NEFs”) when documents are filed in the case. Each message will display the type of docketed event (e.g., motion or order), the text of the docket entry, and hyperlinks to the document and case number associated with the filing:



16. If the recipient's email program and web browser are properly configured, clicking on the document hyperlink in the email message should cause the PDF document to be displayed. Similarly, clicking on the case number hyperlink will display the entire docket sheet for the case.

PACER billing fees will apply for access to both case documents and docket sheets.

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 **NOTE:** You may occasionally receive an NEF that does not contain a hyperlink or with hyperlinks that will not access the referenced document. This may mean that the document to which the NEF relates is under seal or otherwise restricted and not available to PACER users. Contact the CM/ECF Help Desk for more information on specific document restrictions.

17. To view the docket sheet for a case at any time, log in, click “Reports” on the menu bar at the top of the screen, click “Docket Sheet,” enter the case number and any other desired parameters such as date ranges or document numbers, then click “Run Report.”

You may incur charges for viewing docket sheets using your PACER account. You can view the same information at no cost using the public terminals at the public filing windows in the Clerk’s Office at Central District courthouses.