



ECF Notifications

Filing Users now have the option to receive an email notification for each filing versus receiving a daily summary report. To change from receiving a daily summary report to receiving a notice for each filing:

1. Log into CM/ECF as a CM/ECF Filer.
2. Click the “Utilities” menu.
3. Click “Maintain Your ECF Account.”
4. Click “Email Information.”
5. Select “Send a notice for each filing.”
6. Click “Return to Account Screen.”
7. Click “Submit.”

NOTE: The Clerk’s Office will often edit, enhance, or alter the docket text after email notice has been sent but will NOT alter the document filed.

Source URL: <https://www.utb.uscourts.gov/ecf-notifications>