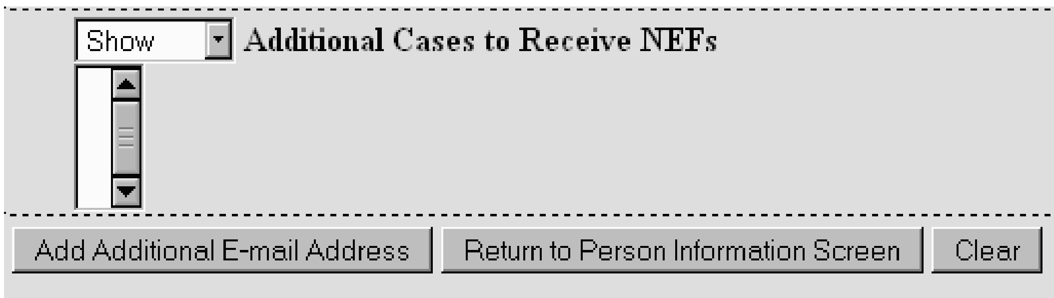
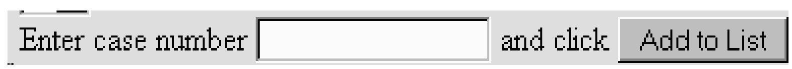
HOW TO SET UP A WATCH LIST - ATTORNEY

Click on UTILITIES on the blue main menu bar
Click on "MAINTAIN YOUR ACCOUNT"
Scroll to the bottom of the screen
Click on "EMAIL INFORMATION"

1. Click on the down arrow under "Additional Options"
   Chose Additional Cases - a sub-set screen will appear
   Click on the down arrow and choose "Add"



A new sub-set screen will appear 

2. In the text box, enter the case number you want notification in.
   Write the case number in the format shown below:
   office, colon, year, case type and **number.**
   Click "Add to List"
   Add additional case numbers

3. When complete, click on 

4. Click on SUBMIT and SUBMIT

TO REMOVE A CASE:

1. Click on the down arrow under "Additional Options"
   Chose Additional Cases - a sub-set screen will appear
   Click on the down arrow and choose "Remove"

   Select case from list and click on 

2. When complete, click on 

3. Click on SUBMIT and SUBMIT.