

## HOW TO SET UP A WATCH LIST - ATTORNEY

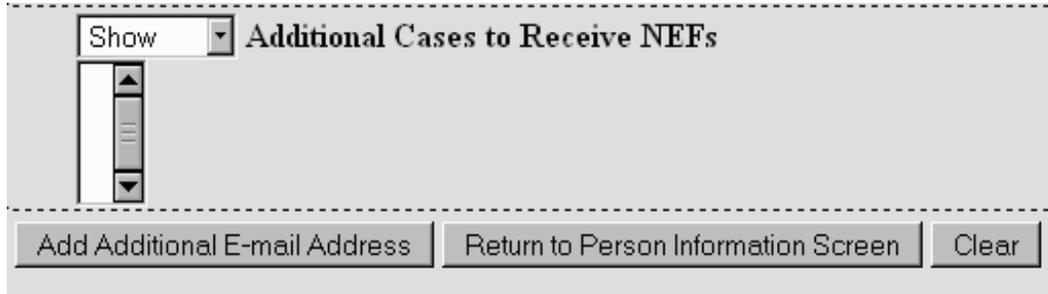
Click on UTILITIES on the blue main menu bar

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"



The screenshot shows a web interface titled "Additional Cases to Receive NEFs". At the top left, there is a "Show" dropdown menu. Below it is a scrollable list area with a vertical scrollbar. At the bottom of the screen, there are three buttons: "Add Additional E-mail Address", "Return to Person Information Screen", and "Clear".

A new sub-set screen will appear  and click

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.