

Creating Rules or Filters to Handle Email from ecf.notification@utd.uscourts.gov

Netscape

AOL

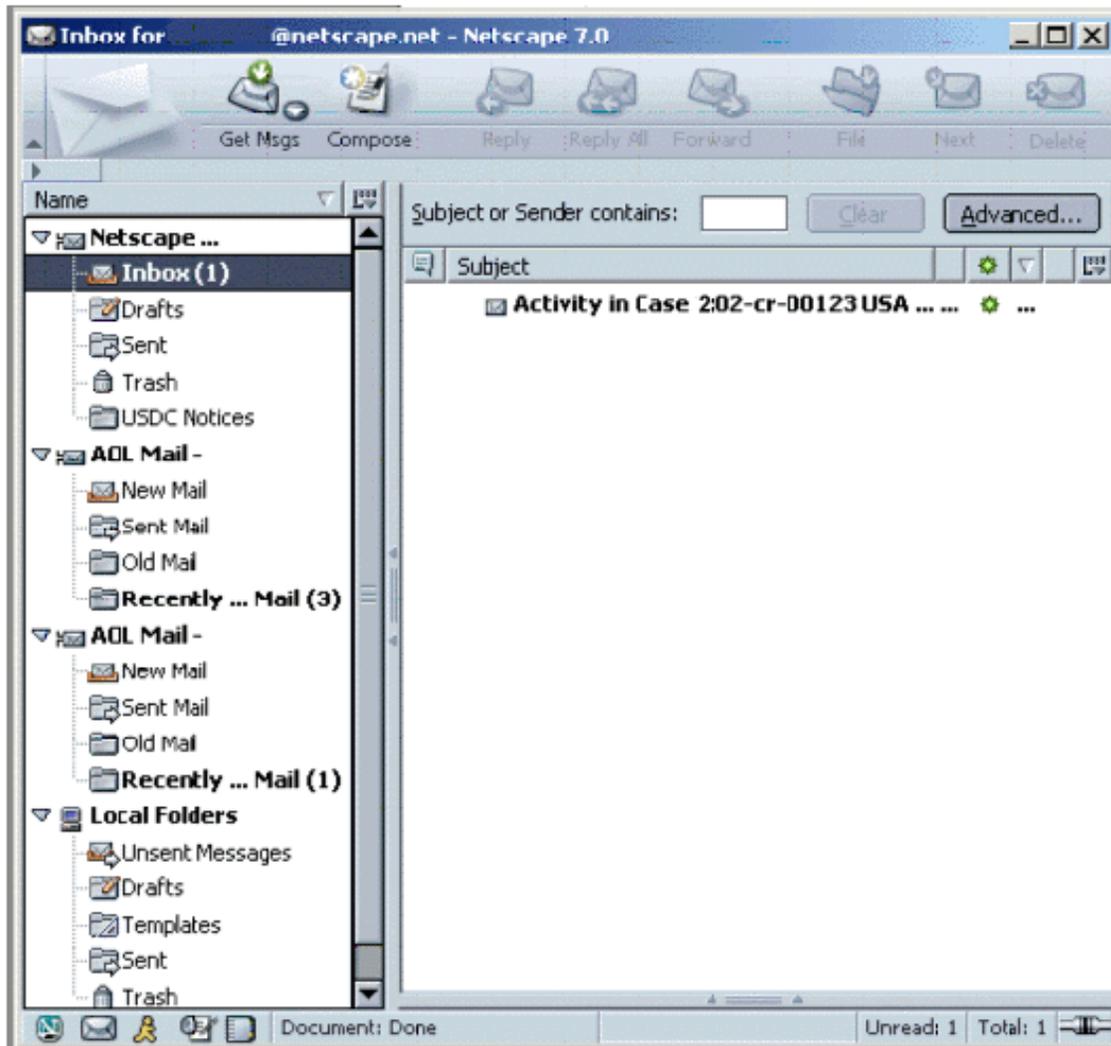
Lotus Notes

Novell GroupWise

Microsoft Outlook

Recommendations for Filtering at the Server Level

Netscape Mail Filtering



From the Mail window:

1. Open the Tools menu and choose Message Filters. You see the Message Filters dialog box.
2. If you have multiple mail accounts, choose the one to which you want to apply the filter.
3. Click New. You use the Filter Rules dialog box to specify

the types of messages to act on, and the action you want the filter to perform.

4. Type a name for the filter. ie **Notices USDC**

5. Select the matching option you want Mail to use: "all of the following conditions" (criteria) you choose, or "at least one" of the conditions.

6. Use the drop-down lists to choose the search criteria (for example, "**Sender,**" "**contains,**" "**ecf.notification@utd.uscourts.gov**").

Tip: To search for messages that contain a header not listed in the first drop-down menu (for example, if you want to search for messages that include the header Resent-From), choose Customize and type the header you want to search for. Netscape Mail & Newsgroups adds your custom header to the drop-down list, so you can then choose it to search for matching entries. Make sure you enter the custom header correctly, since Mail will only find entries that exactly match what you type.

7. Click More to add criteria and Fewer to remove them.

8. Use the drop-down list to choose the action you want the filter to perform on the messages (for example, Move to Folder).

Tip: To automatically label incoming messages, choose "Label the message" from the drop-down list.

9. Choose a destination folder in which to store the messages, or create a new folder. ie **USDC Notices**.

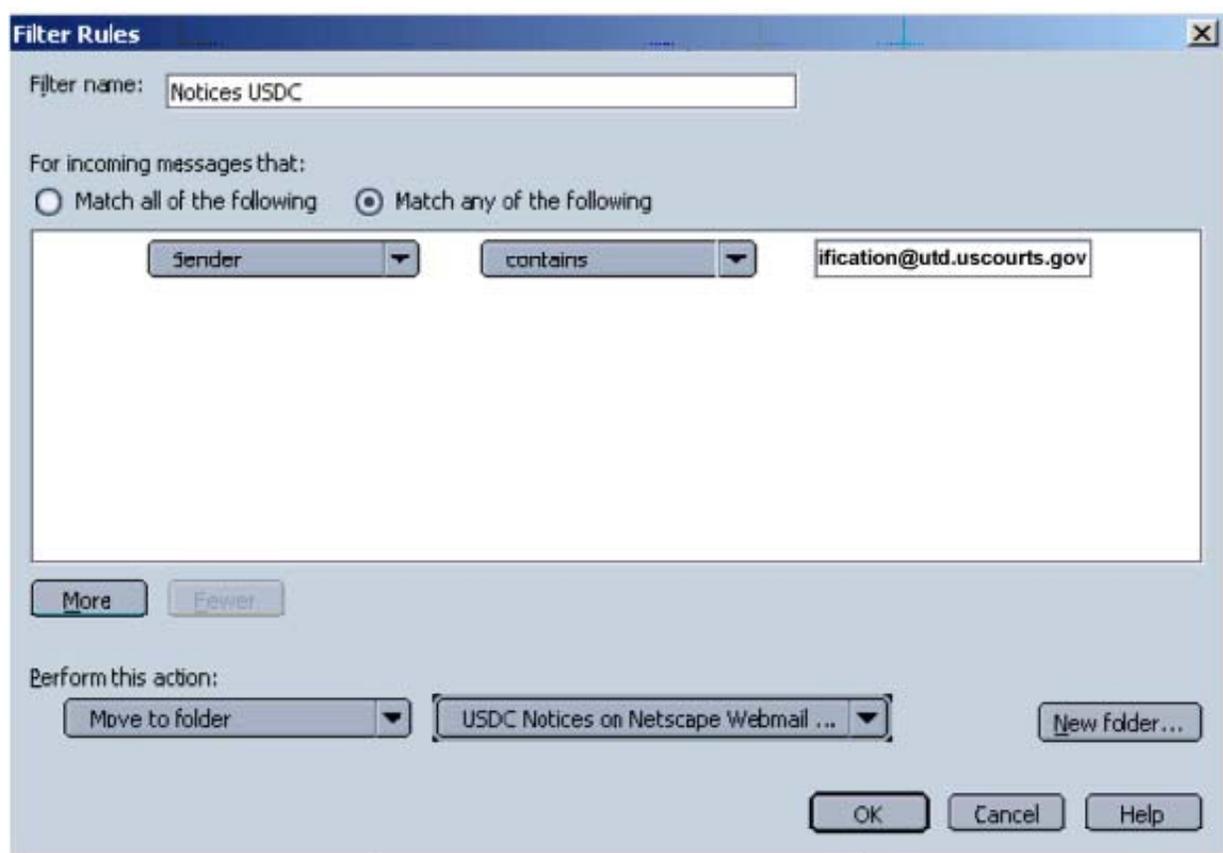
10. Click OK to confirm your settings.

11. Click OK in the Message Filters dialog box. The filter begins filtering incoming messages as soon as you click OK.

Note: Filters are applied to each incoming message in the order you choose, until a filter action results in the message being deleted or moved to the Inbox folder.

Note: If you delete a folder that you've been using to store filtered messages, the filter will no longer work. Incoming messages that match the filter criteria will appear in your Inbox. If you rename or move the folder, the filter will automatically update to use the renamed or moved folder.

Tip: Filters don't apply to existing messages. If you have



existing messages that you want to move to another folder, you can search for those messages and then file them into the other

folder.

If you would like to create a filter from a message you have received:

Filtering Messages From a Specific Sender

You can quickly create a filter for messages from a particular sender. For example, if you want to automatically move all incoming messages from your child's teacher into a folder called "School", you can quickly set up a filter to do this.

To create a filter for messages from a specific sender, begin from the Mail window:

1. Select a message from a specific sender.
2. Open the Message menu, and choose Create Filter From Message. You see the Filter Rules dialog box. Using the sender's email address, Netscape prefills the filter name, the filter matching criteria, and the filter action (Move to folder).
3. Choose a destination folder in which to store the incoming messages from the specified sender, or create a new folder.
4. Click OK to confirm your settings. You see the Message Filters dialog box, where you can create, delete, or edit message filters.
5. Click OK. The filter begins filtering incoming messages from the specified sender as soon as you click OK.

AOL Settings (8.0)

If you have an email address, you get spam. But you also get mail from people you know. [AOL](#) provides a handy way to read the wanted mail first and wade through the spam later.

AOL automatically categorizes mail, and one of the categories is mail from people you know: messages from addresses in your AOL address book or from people on your Buddy list (plus the inevitable AOL mail like "Official AOL Mail" and voice mail). With just two clicks, you can concentrate on these emails in your *Mailbox* and hide all other mail temporarily.

To read mail from people you know first in AOL:

Open your *Mailbox* by selecting *Read* from the AOL toolbar. Locate *Show me mail from* in your *Mailbox* (just above your messages).

Click on *Everyone*.

Select *People I Know* from the menu that pops up.

Currently there is no setting with AOL to automatically move mail to a folder. Third party software like Netscape can do this.

Lotus Notes Move to Folder Rule

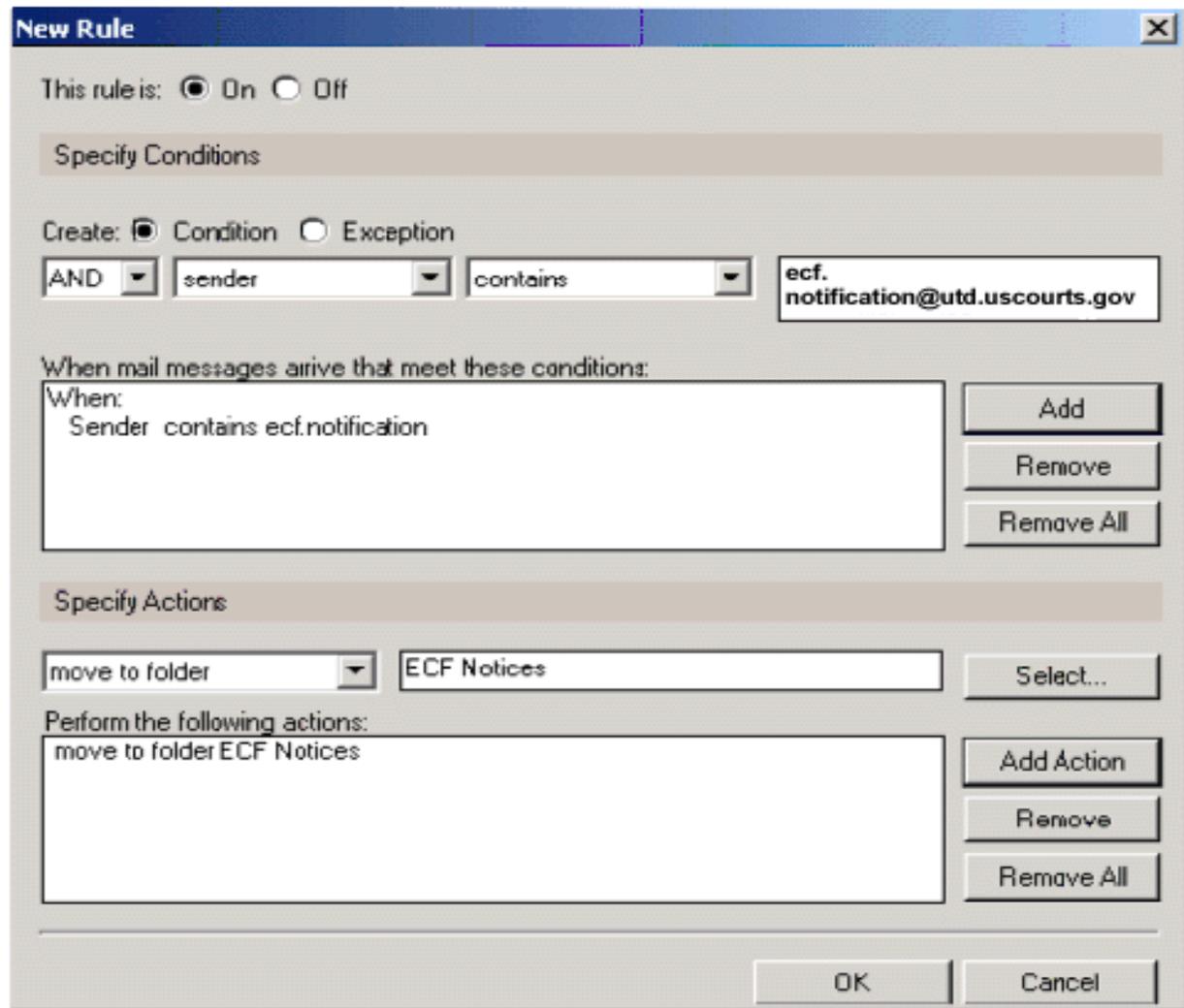
To Create a rule

1. Open your mail database and click the Rules folder.
2. Click "New Rule."
3. Under "Specify Conditions," select a part of messages to check (such as "sender" or "subject"), select a state (such as "contains" or "is"), and type the criteria to check for (such as the name of a certain person or a certain word).

4. Click Add.
5. Do any of the following:

What do you want to do? Procedure

Select Co
or "OR," a
Steps 3 an
condition.



- Add more conditions
- Add an exception
- Add more exceptions

Select Exception and repeat Steps 3 and 4.
Select Exception, select "AND" or "OR," and r
Steps 3 and 4 for each new exception.

Remove a condition or exception	Click it in the "When mail messages arrive" box and click Remove.
Remove all conditions and exceptions	Click "Remove All."

6. Under "Specify Actions," select "move to folder," "copy to folder," "change importance to," or "delete."

7. If you selected "move to folder" or "copy to folder," click "Choose Folder" and select a folder. If you selected "change importance to," select an importance level.

8. Click "Add Action."

9. Do any of the following:

What do you want to do?	Procedure
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Add more actions	Repeat Steps 6 through 8 for each new action.
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Remove an action	Click it in the "Perform the following actions" box and click Remove.
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Remove all actions	Click Remove All.
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10. Click OK.

To create a rule in Groupwise

1) Go into GroupWise mail.

2) Create a new folder where you want your messages to go.

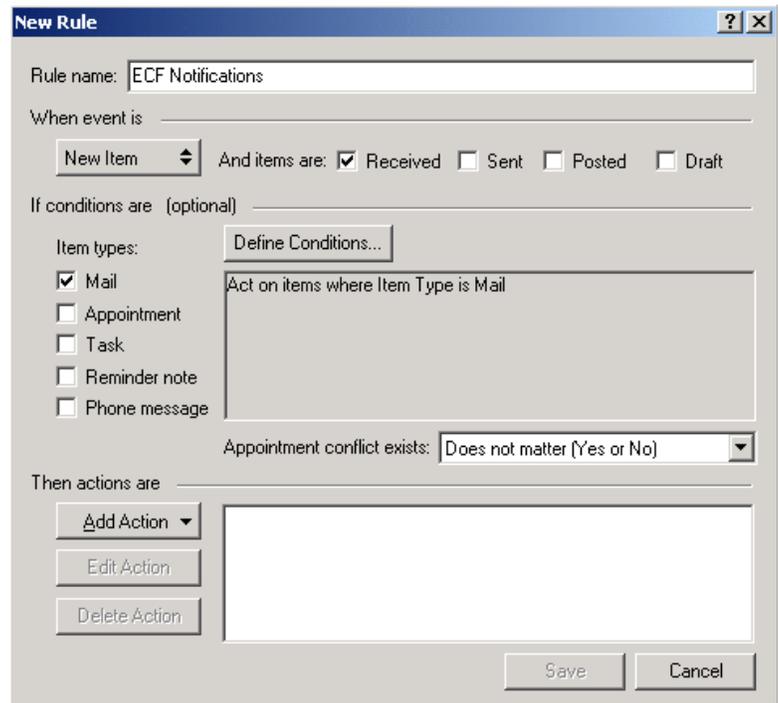
To create a rule to automatically move your messages into that folder, do the following:

3) Click on **Tools**, then click on **Rules**.

4) A "Rules" box should appear. Click on **New....**

5) A "New Rule" box should appear. The cursor should be in the Rule Name box. If not, click in the box to put the cursor there. Type in the name of your rule. It can be named anything, such as "ECF Notification".

6) The Event should be New Item and the box by Received should be checked.



7) The Item Type should be Mail. The box by Mail should have a check mark inside of it.

8) **Define** button.

9) In choose in **@utd.** (See

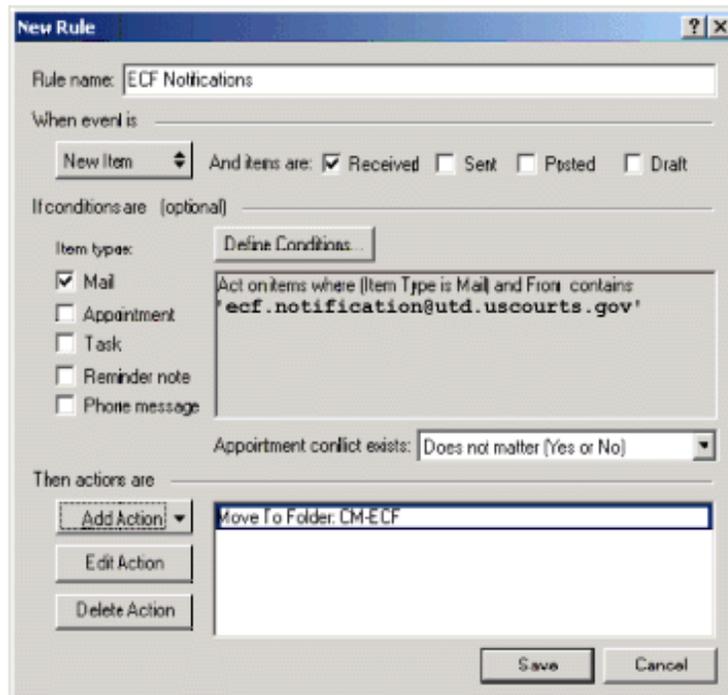
10)

11) **Add Action** button, then click on **Move to Folder.**

12) Check the box next to the folder that you want your messages to go into and the click **Move.**

13) Click on **Save.** Click on **Close.**

All e-mails from **ecf.notification@utd.uscourts.gov** will now automatically be placed in your designated folder. Be sure to check the folder periodically for new messages.



Click on the **Conditions**

the first field, **From**, then type **ecf.notification@utd.uscourts.gov.** picture)

Click **OK.**

Click on the

Creating Rules in Microsoft Outlook

1. From the menu, select **Tools...Rules Wizard**.

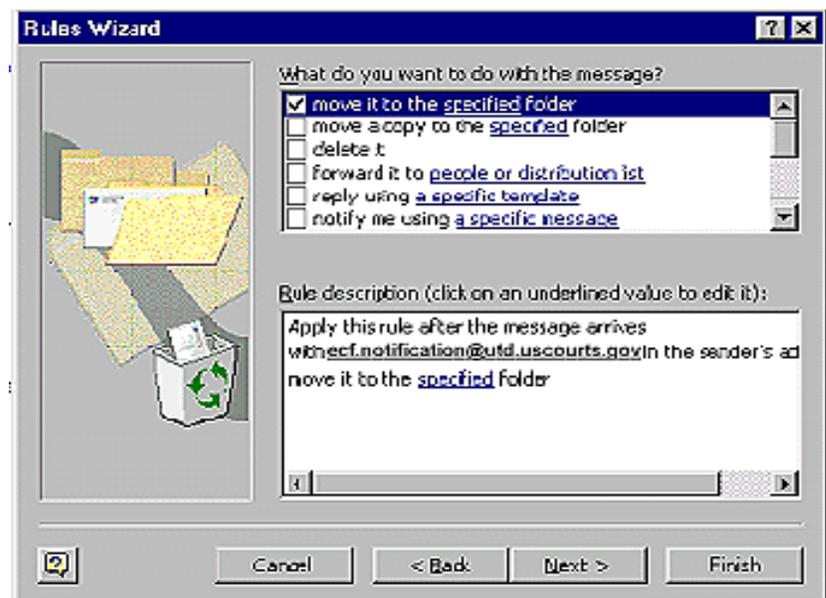
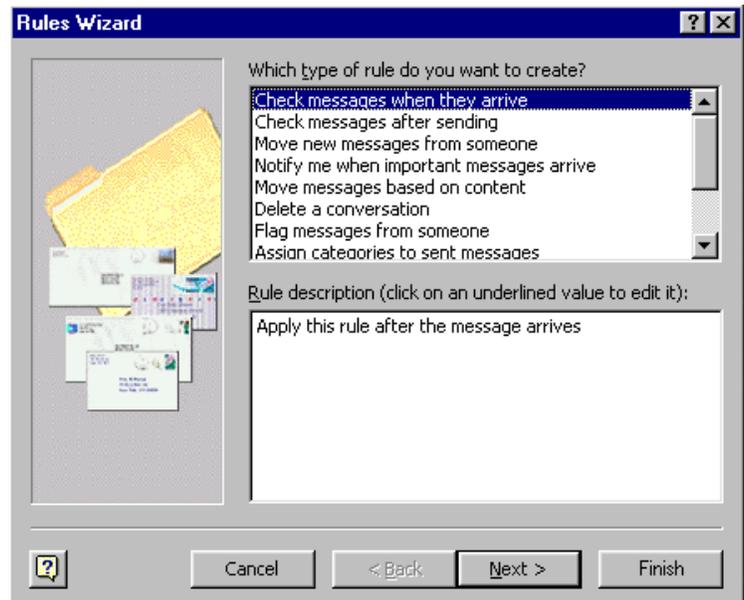
2. Click on **New**.

3. Under *Which type of rule do you want to create?*

you want to create?

select **Check Messages when they arrive**. Click **Next**.

4. Under *Which condition do you want to check?* select **with specific words in the sender's address**.



5. In the Rule description area, click on **specific words**. Type in *ecf.notification@utd.uscourts.gov*. Click **Next**.

6. Under *What do you want to do with the message?* select **Move it to the specified**

folder.

7. In the Rule description area click on **specified**. Select the folder that you would like the messages sent to, or click **New** to create a new folder. Click **OK**, then click **Next**.
8. Add any exceptions, if you need them (probably not necessary in most cases). Click **Finish**.
9. Click **OK**.

All of your CM/ECF notifications should now automatically go into the folder you specified. If there are unread messages in the folder it will turn to a bold font and display an indicator of the number of unread messages.

Recommendations for Filtering at the Server Level

Email servers and software may have filters and rules set up to filter out spam and unwanted email. Some servers will operate on the basis that they only allow in emails from sources that are on their approved list, other settings may filter out the unwanted emails, based on a blacklist or other source. In either scenario, the filters need to be set to allow in emails from the court, i.e. from a domain of **utd.uscourts.gov**. All emails from the District Court for the District of Utah will come from a domain of **utd.uscourts.gov**. If the settings do not allow in these emails, then emails from the court will be discarded inadvertently. **Firms should check with their email administrators to ensure that their settings do not prevent emails from the court from being received.**

Recommendations for attorneys:

1. Free accounts such as those provided by Yahoo! and Hotmail are strongly discouraged. These types of accounts have a smaller capacity which can hinder your receipt of the activity on your cases. These accounts have very little security, therefore your client information may be at risk.
2. The size of your mailbox should be able to accommodate on a daily basis what you currently receive a week. Depending on the type of notification selection you make, your e-mail volume can increase dramatically.
3. The majority of notifications of activity will be virtually instantaneous, but be aware that due to the nature of the internet some notifications may be delayed.
4. Notify the court IMMEDIATELY of any changes to your e-mail address to ensure proper noticing.

Recommendations for IT Administrators:

1. Your system must be configured to allow e-mail with non-executable attachments from the domain of utd.uscourts.gov.
2. If you have your own domain name there should be a real Source of Authority (SOA) associated with it. Completely virtual domains generally have problems which may cause problems with notifications.