



# **Guide to Using CM/ECF Media Accounts**

## **Using CM/ECF Media Accounts**

### **Overview:**

The U.S. District Court, District of Utah, uses an electronic case management system (CM/ECF) to maintain the Court's record of activity (the docket) in both civil and criminal cases. CM/ECF also provides the means for filing and accessing case documents in electronic (PDF) format by attorneys, and for accessing case documents by the public.

The Court offers CM/ECF Media Accounts to members of the media, so that account holders may designate specific cases for which to receive e-mail Notices of Electronic Filing (NEFs) of case activity. This incorporates the same CM/ECF notification mechanism (e-mail configuration) as for attorney users, who may also designate cases other than their own for which NEFs are to be received. Media users will then receive an email notification when there is a public entry made in the case(s) that they have designated. The email will contain the docket text which will give a brief description of the docket entry. It will also contain a hyperlink to any document(s) that may be available through that docket entry. Some docket entries are text only, and do not have any documents associated with them.

A [U.S. Courts PACER account](#) is required to view/print any PDF documents linked in NEFs received. PACER billing fees apply, and sealed or restricted documents are not accessible. Secondary e-mail recipients (with specific cases) may also be designated on each media account.

To obtain a Media Account, the [Media Account Application](#) must be submitted, and the applicant must agree to certain terms of use. Once approved, the applicant will need to make a Non-Attorney Admission Registration request through PACER.

**IMPORTANT:** In order to receive e-mail notices of case activity, the media account holder must first configure e-mail settings, and designate specific cases, using the procedure described below.

### **Useful Resources:**

Public web site Media Information page: <https://www.utd.uscourts.gov/media-account-information>.

U.S. Courts PACER Service Center:

<https://pacer.uscourts.gov/> or (800) 676-6856

#### **CM/ECF Help Desk:**

[ut\\_support@utd.uscourts.gov](mailto:ut_support@utd.uscourts.gov) or (801) 524-6105



## Configuring the Media Account E-Mail Settings & Adding Cases to Receive Notice

1. Login to the Court's CM/ECF system using the assigned media account login ID and password.

On the blue program menu line across the top of the page, click on "**Utilities**" and then "**Maintain Your Email Address**":

A screenshot of the CM/ECF system's Utilities menu. The top navigation bar is blue with white text for "Civil", "Criminal", "Query", "Reports", "Utilities", and "Search". Below this, the "Utilities" section is displayed. Under "Your Account", the link "Maintain your Email Address" is circled in red. Other links in this section include "ECF Login", "Change your mailing address (attorneys only)", "Maintain your login/password", "Change Client Code", "Change Your PACER Login", "Review Billing History", and "Show PACER Account". Under "Miscellaneous", the links "Chambers Email Addresses" and "Legal Research ..." are visible.

2. Click on the email address that you would like to add a watchlist for.
3. Enter a case number under 'Add additional cases for noticing', then click 'Find this case'



4. When the 'Add case(s) button appears, you may click it to add it to your 'watchlist.'

**ECF** Civil Criminal Query Reports Utilities Search Logout

Email Information for test media

**Registered e-mail addresses**

Primary e-mail address:  
[media\\_email@gmail.com](#)

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

Submit all changes Clear

**Configuration options**

media\_email@gmail.com

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

**Case-specific options**

Enter a case number for your watchlist.

Add additional cases for noticing

2:15cv266 Find This Case

Then click 'Find This Case'

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

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

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

Select whether or not to receive individual NEFs for activity in cases (“Per Filing”) or to receive a single daily “Summary Report” of activity in all cases entered.

**NOTE:** In order to receive NEFs immediately upon filing with the court, keep the default “Per Filing” setting.

- Repeat for other cases as needed
- Click Submit to save your selections

When entering case numbers, use the following format:

**2:15-cv-123** for civil cases, or

**2:15-cr-123** for criminal cases

**Or other case number as appropriate**



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

**ECF** Civil Criminal Query Reports Utilities Search Logout

Email Information for Test Media

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: <a href="#">test@hotmail.com</a></p> <p>Secondary e-mail addresses: <a href="#">add new e-mail address</a></p> <p><input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/></p>	<p>test@hotmail.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)</p> <p><b>Case-specific options</b></p> <p>Add additional cases for noticing</p> <p>0:10-cr-2-1 <input type="button" value="Hide Case List"/></p> <p>Select a case:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 0:10-cr-00002-JRT-JSM USA v. Doe et al</li><li><input checked="" type="checkbox"/> 0:10-cr-00002-JRT-JSM-1 John 1 Doe</li><li><input type="checkbox"/> 0:10-cr-00002-JRT-JSM-2 John 2 Doe</li></ul> <p><input type="button" value="Add case(s)"/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p>0:09-cv-00060-PJS-FLN Larson v. FMS Investment Corp. et al (interest) <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/></p> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/></p>



If desired, the procedure above may also be used to establish one or more secondary e-mail addresses associated with the media account, each of which may have specific cases designated for noticing.

### Accessing Case Documents from NEFs

When the Notice of Electronic Filing (NEF) is received by e-mail, the message displays 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:

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**This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.**

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

**U.S. District Court  
U.S. District Court Utah**

**Notice of Electronic Filing**

The following transaction was entered on 1/8/2010 at 3:15 PM CST and filed on 1/8/2010

**Case Name:** Larson v. FMS Investment Corp. et al  
**Case Number:** [0:09-cv-00060-PJS-FLN](#)  
**Filer:**  
**Document Number:** [2](#)

**Docket Text:**

**[Summons Issued as to FMS Investment Corp., Resurgent Capital Services, L.P. \(KT\)](#)**

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If the recipient's e-mail program and web browser are properly configured, clicking on the document hyperlink in the e-mail message should launch the web browser, and display the Court's CM/ECF – PACER login page. In order to view the case document (and any attachments), a PACER account must be used – not the media account login/password.

Once authenticated as a PACER user, the PDF document should be displayed. Similarly, clicking on the case number hyperlink will display the entire docket sheet for the case.

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

**NOTE:** Although an NEF is received by media account holders, some case documents may not be available to PACER users. Certain documents in Social Security appeals cases, transcripts or other documents may be restricted. Contact the ECF Help Desk for more information on specific document restrictions.