

HOW TO SET UP A WATCH LIST

1. Click on UTILITIES on the blue main menu bar
Click on "MAINTAIN YOUR EMAIL ADDRESS"
Click on your e-mail address link

On the right there are 2 panes. In the lower pane you have "Case-specific" options

Case-specific options

Add additional cases for noticing

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

2:03-cv-05000-DB-DON McGarry v. Lyman et al (interest)
2:07-cv-00001-DB Bird v. Jordan (Closed on 05/04/2010) (interest)

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 case(s)"
Add additional case numbers
3. When complete, click on "Submit all changes" in the left pane.
4. On the update screen, it will list the E-mail configuration for each email address.
To see the cases on the Watch list, click on the "View/Hide case list" link

TO REMOVE A CASE:

1. Select case from list and click on "Remove selected cases"
2. When complete, click on "Submit all changes" in the left pane.
3. On the update screen, it will list the E-mail configuration for each email address.
To see the cases on the Watch list, click on the "View/Hide case list" link