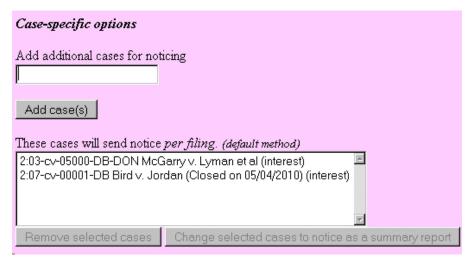
HOW TO SET UP A WATCH LIST

 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



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