

United States District Court
Southern District of Texas

**Change in Noticing Practices for
Court Notices, Orders and Judgments**

After September 30, 2010, attorneys registered for electronic filing will no longer receive copies of Court notices, orders and judgments from the District Court for the Southern District of Texas by facsimile or first-class mail. All attorneys admitted to the bar of this Court, as well as those admitted pro hac vice, are required to register for electronic filing. Registration constitutes consent to electronic service of all documents as provided in the Court's Administrative Procedures for Electronic Filing in Civil and Criminal Cases and in accordance with Fed. R. Civ. P. 5(b)(2)(E) and Fed. R. Crim. P. 49.

In preparation for this transition, we ask that practitioners before the District Court in this district review the following:

- Please ensure that email addresses associated with your CM/ECF electronic filing account are current and able to receive email from the Court.

You may review and change your email noticing settings by logging into your CM/ECF electronic filing account, choosing the **Utilities** heading, then the Maintain Your Account menu item, then clicking the *Email information* button near the bottom of the screen. Your primary email address will appear on the docket sheet for every case on which you are counsel of record. Secondary addresses will appear only in the Notices of Electronic Filing for those cases on which you are counsel of record.

- If email to an address associated with your account is returned marked “Undeliverable” to the Court, we will review your account settings.

We will remove Secondary email addresses that return email notices of electronic filing as undeliverable from your account, and send a note indicating that we have done so to your Primary email address.

If your Primary email address returns email notices to the Court, we will contact you to resolve the problem before taking any action that might affect future email notices.

Please contact us if you have questions about email noticing or your electronic filing account:

Electronic Filing Help Desk
866-358-6201
or
713-250-5500