

Daily Summary Report Not Working Properly
10/27/2010

Filing users of the District Court Case Management-Electronic Case Filing (CM/ECF) system in the Southern District of Texas are able to set up e-mail noticing within the system that includes the option to receive an e-mail for each filing in their cases or a daily Summary Report of filings in those cases.

It has come to our attention that the Daily Summary Report will not include many of the common notices used by the Court, including notices of settings, notices of re-settings, and notices of filing of official transcripts among many others. **If you are exclusively using the Summary Report option for your e-mail from our CM/ECF system, you are not receiving notice of all documents filed in your cases.**

You should **immediately** ensure that you have one e-mail address in our system that is set to receive notices “Per Filing.” If you are currently receiving a daily Summary Report email, log into your CM/ECF filing account, go to Utilities, select [Maintain Your Account](#), and then the **E-mail information** button. Select one of your e-mail addresses (or “add new e-mail address”) to see a screen resembling the following:

Email Information for Test US Attorne testusatty

Registered e-mail addresses Primary e-mail address: test_test@lawfirm.com Secondary e-mail addresses: add new e-mail address <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	Configuration options <input type="text" value="test_test@lawfirm.com"/> Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)
	Case-specific options Add additional cases for noticing <input type="text"/> These cases will send notice <i>per filing</i> . (default method) <input type="text" value="4:07-cr-09999-1 USA v. testdeft - Representing USA
4:07-cr-09999-2 USA v. def2 - Representing USA
4:08-cr-09999-1 USA v. Def 1 (Closed on 02/07/2009) - Representing USA"/> <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/> These cases will send notice <i>as a summary report</i> . (alternate method) <input type="text"/> <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/>

Make sure that the second question on the right, “How should notices be sent to this e-mail address?” is answered as above, “Per Filing.” Then click the **Return to Person Information Screen**, followed by the **Submit** button on two subsequent screens to ensure that your record is updated.

This flaw with the e-mail noticing system within CM/ECF is scheduled to be corrected in the next major release of the software, which our district will install next Spring. We will send out a notification to all filing users when we have determined that the issues have been corrected. Please call our Help Desk if you have questions, at 866-358-6201 or 713-250-5500, or send email to district_ecf_helpdesk@txs.uscourts.gov