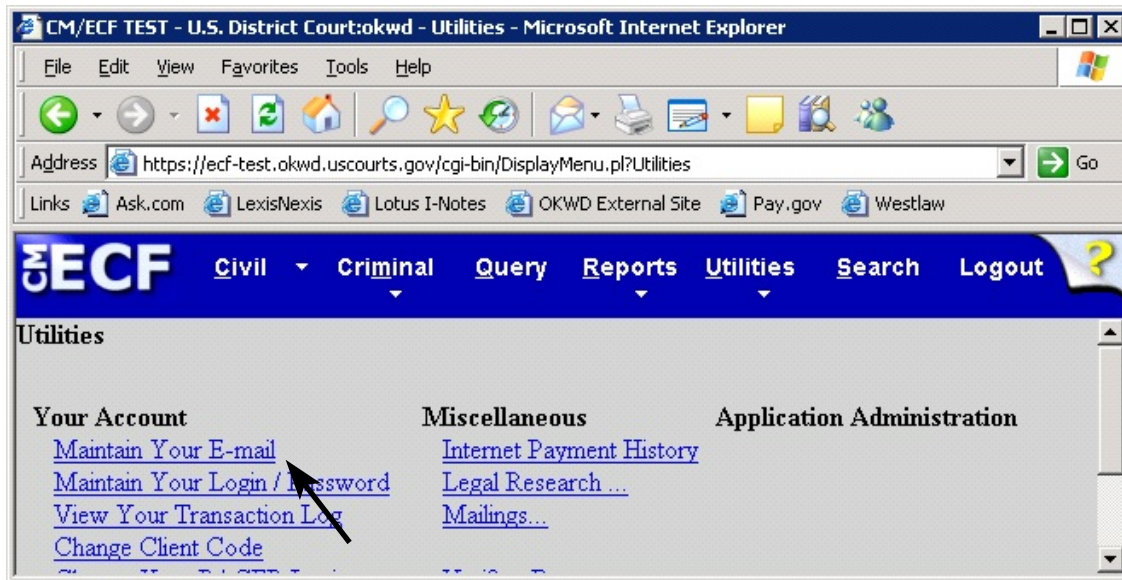
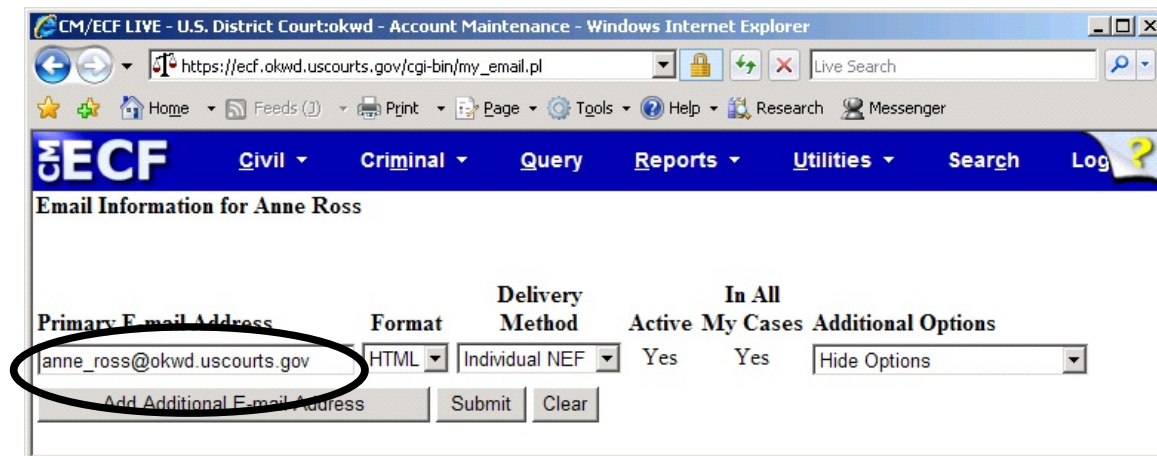


MAINTAIN YOUR E-MAIL

1. Click Utilities from the blue menu bar in ECF.
2. Click Maintain your E-mail.



When you click on the 'Maintain Your E-Mail' link you will be presented with the screen shown below.



3. Primary E-mail Address:
Type in your new 'primary' email address.

E-MAIL SETTINGS:

4. Format:

- a. HTML - the system defaults to this format.
- b. Text - select this option if your e-mail service cannot properly display html format.

5. Delivery Method:

- a. Individual NEF - system defaults to this setting. You will receive a NEF each time something is filed in a case in which you are involved.
- b. Summary NEF - select this option if you wish to receive one daily summary report of all filings in cases in which you are involved. If you select this option you cannot receive a separate notice for each filing.

6. Active: defaults to YES

7. In All My Cases: defaults to YES

8. Additional Options:

- a. Hide Options: default setting.
- b. Additional Cases: allows you to receive NEF's in cases in which you are not involved.
- c. Delivery Method Exceptions: allows you to specify cases in which you want to receive only a summary NEF.

9. Secondary E-Mail Address(es):

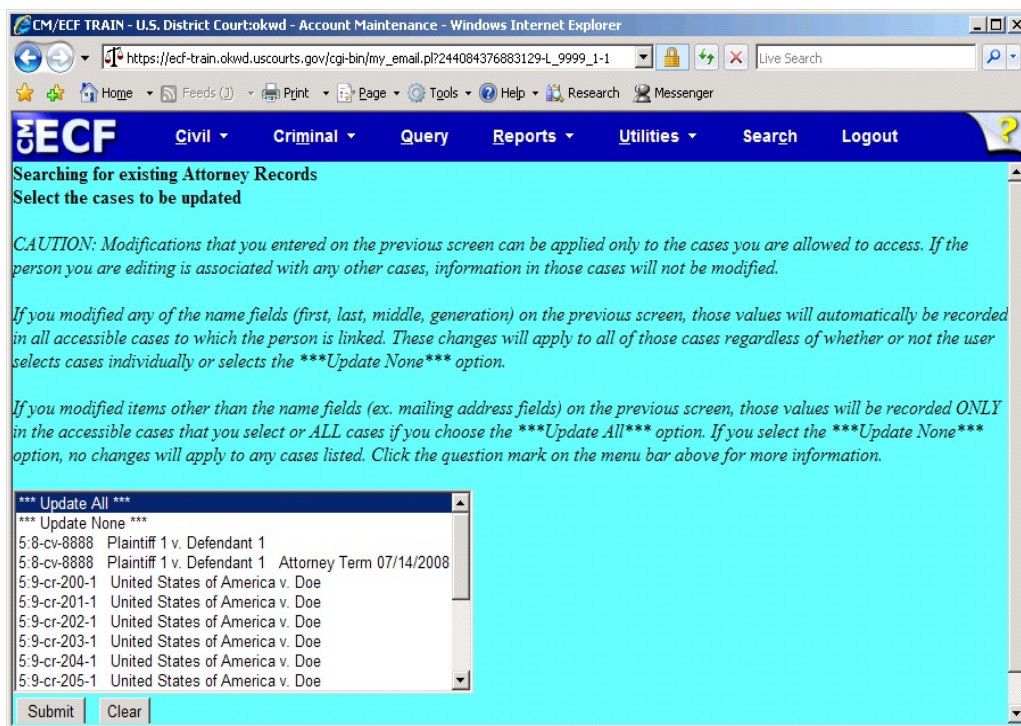
- a. Our court allows two additional secondary e-mail addresses.
- b. Make sure the boxes for 'active' and 'In all My Cases' have a check mark.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anne_ross@okwd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options
court@okwd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options
			<input type="checkbox"/>	<input type="checkbox"/>	Hide Options

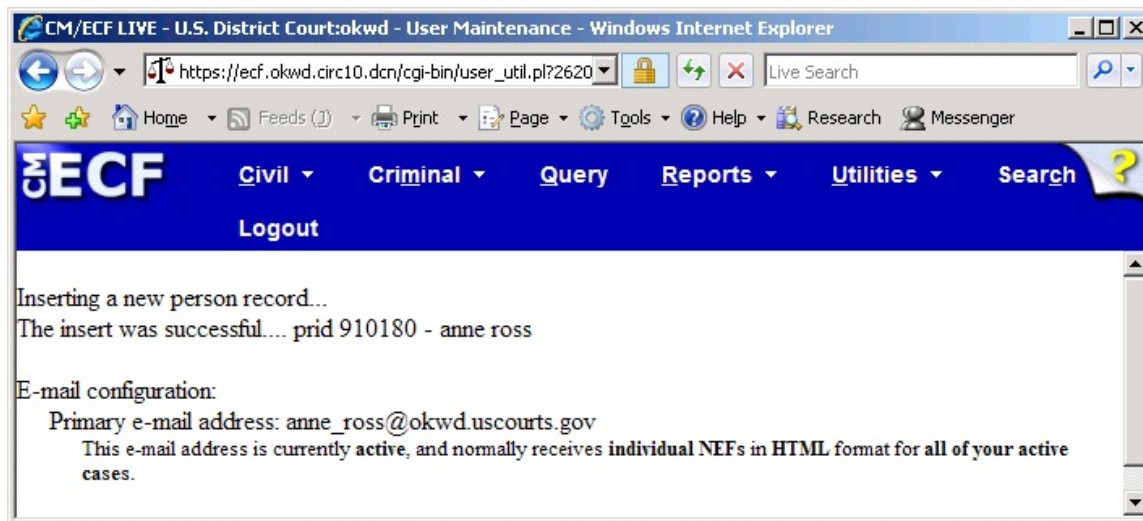
10. Click Submit to save any changes.

11. On the screen shown below, click Submit.

****This will update all your cases with your new e-mail information****



****VERIFY THE CONFIRMATION SCREEN SHOWN BELOW FOR ACCURACY****



NOTE: There is a local rule requirement to file a 'Notice of Change of Address' in all your pending cases when there is a change to any of your address information.

If you have any questions or need assistance please call our ECF Helpdesk at 405-609-5555 or 1-888-609-6593.