Members of the media can monitor civil and criminal non-sealed cases by signing up to receive automatic email notifications whenever something is filed in a particular case or cases. You will need an individual, upgraded PACER account, and an approved registration to the Court's electronic filing and case management system (CM/ECF). Once you have the necessary account access, follow the steps below to set up notifications in an individual case.

- Access the District of Nevada's CM/ECF website from either the court links in PACER court locater or from the District of Nevada's website <u>www.nvd.uscourts.gov</u>
- 2. Login with your PACER username and password.

Nevada District * Required Information	Court Login
Username *	
Password *	
Client Code	
Need an account This is a restricted govern activities of PACER subsc and all access attempts, n authorized by the federal security, performance of n the judiciary of its system consent to system monito created by them on the sy discovered, including unau law enforcement officials	Login Clear 2 Forgot password? Forgot username? ment website for official PACER use only. All ribers or users of this system for any purpose, hay be recorded and monitored by persons judiciary for improper use, protection of system maintenance and for appropriate management by s. By subscribing to PACER, users expressly oring and to official access to data reviewed and stem. If evidence of unlawful activity is uthorized access attempts, it may be reported to

3. From the menu bar at the top of the screen, click "**Utilities**," then "Maintain Your E-Mail Address":

CMmecf	Civil -	Crimi <u>n</u> al -	Query	Reports -	Utilities - Search	Help	Log Out
Utilities							
Your Account <u>Maintain Your Account</u> <u>Change Client Code</u> <u>Change PACER Exempt</u> Link a CM/ECF account <u>Maintain Your E-Mail A</u> <u>Maintain Your Login/Pas</u> <u>Review PACER Billing</u>	ion Status to my P/ ddress ssword History	<u>s</u> ACER accoun	ţ				

4. On the email information screen, click on the hyperlink for your email address:

Select an e-mail address to configure

5. If you selected the "primary e-mail address," the configuration options will appear for your primary email address:

Registered e-mail addresses	Configuration options
Primary e-mail address: Mediatest@gmail.com Secondary e-mail addresses: add new e-mail address Submit all changes Clear	Mediatest@gmail.com Update My Primary Email Should this e-mail address receive notices • Yes • No How should notices be sent to this e-mail address? • Per Filing • Summary Report In what format should notices be sent to use e-mail address • HTML • Text Should this e-mail address receive general announcement notices from this court • Yes • No Case-specific options
Select whether or not to receive individual NEFs for activity in cases ('Per Filing') or to receive a single daily "Summary Report' of activity in <u>all</u> cases entered. This will become your "default". <u>NOTE</u> : In order to receive NEFs immediately upon fling with the court, keep the default " Per Filing " setting.	Add additional cases for noticing These cases will send notice <i>per filing. (default method)</i> Remove selected cases Change selected cases to notice as a summary report These cases will send notice <i>as a summary report. (alternate method)</i> Remove selected cases Change selected cases to notice per filing
	Show all cases for this e-mail address (Copy case lists from here)

IMPORTANT: If you click <u>Update My Primary Email</u> under "configuration options," you will be returned to PACER to update your email address. You can select the format or frequency of notices sent to your primary address here, but changes to the address itself must be made through PACER. You may, however, add, edit, or delete **secondary email addresses** on this screen, as well as change the configuration options for secondary email addresses.

6. Under "Case-specific options," you can add individual cases for which you want to receive Notices of Electronic Filing ("NEFs"). Enter one case number at a time in the "Add additional cases for noticing" field, then click "Find This Case." Be sure to enter case numbers in the following format:



7. If the case number is valid, the "Add case(s)" button appears:

	Case-specific options
(Add additional cases for noticing 2:19-cv-10 Add case(s)
	These cases will send notice per filing. (default method,
	Remove selected cases Change selected cases to notice as a summary report

8. Click the "Add case(s)" button to add the case. The case will then appear in the list below. Repeat for other cases as needed:

Case-specific options
Add additional cases for noticing
2:10-con0010-PA-PAO Rad Robot Inc. v Dispatienterprices Inc. et al.
Remove selected cases Change selected cases to notice as a summary report

9. Both civil and criminal cases may be included. When adding a criminal case with multiple defendants, the "Select a case" confirmation screen requires each defendant to be selected as a separate case:

Case-specific options
Add additional cases for noticing
2:18-cr-19-1 Hide Case List
Select a case:
2:18-cr-00019-PSG USA v. Reed et al
✓2:18-cr-00019-PSG-1 Marvin Reed
12:18-CF-00019-PSG-2 Ervin Galden
Add case(s)
These cases will send notice per filing. (default method)
2:18-Cr-00019-PSG-2 Ervin Galbert
✓
Remove selected cases Change selected cases to notice as a summary report

10. To delete a case or change the method of notice, select the case and then click the appropriate button:



11. Before navigating away from this screen, BE SURE TO CLICK THE "**SUBMIT ALL CHANGES**" BUTTON:

12. You will know the case(s) have been successfully added when the following screen is displayed:

E-m	ail configuration:
P	rimary e-mail address: Mediatest@gmail.com
	This e-mail address will receive notices.
	Notice will be sent to this address on a per filing basis.
	Notice sent to this address will be formatted as <u>HTML</u> .
	This e-mail address will receive general announcement notices from this court.
	This e-mail address will receive notices for all cases in which David Reyes is a participant.
	View/Hide case list

13. Once you add cases to your list for receiving notices, you will begin receiving Notices of Electronic Filing ("NEFs") when documents are filed in the case. Each message will display the type of docketed event (e.g., motion or order), the text of the docket entry, and hyperlinks to the document and case number associated with the filing. Clicking on the document hyperlink in the email message will display the PDF document attached to the entry. Clicking on the case number hyperlink will display the entire docket sheet for the case.

PACER billing fees will apply for access to both case documents and docket sheets.