

United States District Court, District of Nevada NextGen CM/ECF Setting Up Case-Specific Email Notifications

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.

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

Nevada District Court Login

* Required Information

Username *

Password *

Client Code

[Need an account?](#) | [Forgot password?](#) | [Forgot username?](#)

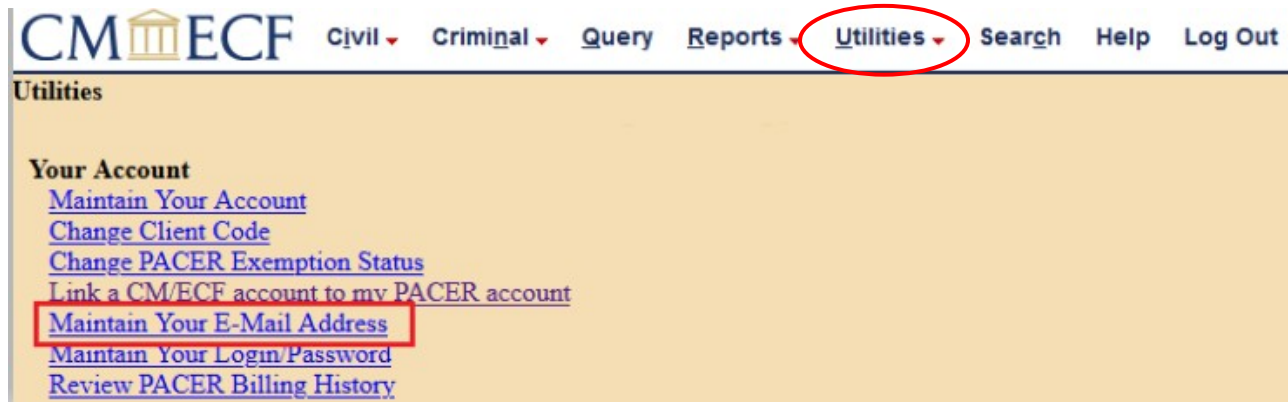
This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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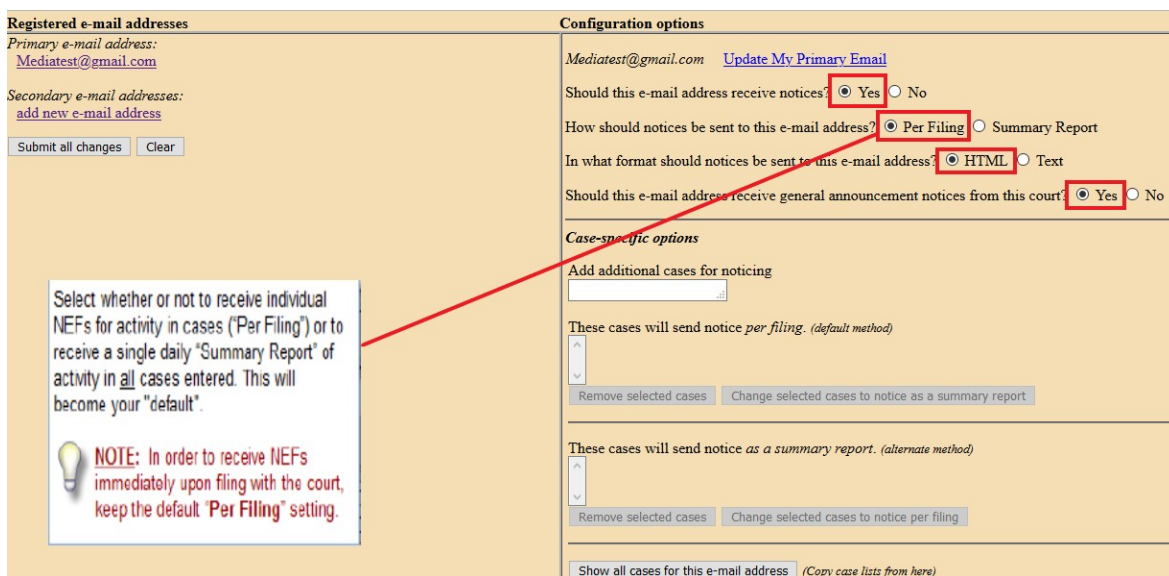
- From the menu bar at the top of the screen, click “Utilities,” then “Maintain Your E-Mail Address”:



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



- If you selected the “primary e-mail address,” the configuration options will appear for your primary email address:



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IMPORTANT: If you click Update My Primary Email 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.

- 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:

2:10-cv-01234 for civil cases, or
2:10-cr-00123 for criminal cases

(Divisional Office:Year-Case Type-Sequential Number)

- If the case number is valid, the “Add case(s)” button appears:

Case-specific options

Add additional cases for noticing

Add case(s)

These cases will send notice *per filing*. (default method)

Remove selected cases Change selected cases to notice as a summary report

- 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

These cases will send notice *per filing*. (default method)

2:19-cv-00010-PA-RAO Bad Robot, Inc. v. Disney Enterprises, Inc. et al

Remove selected cases Change selected cases to notice as a summary report

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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

Select a case:
2:18-cr-00019-PSG USA v. Reed et al
 2:18-cr-00019-PSG-1 Marvin Reed
 2:18-cr-00019-PSG-2 Ervin Galbert

These cases will send notice *per filing*. (default method)
2:18-cr-00019-PSG-2 Ervin Galbert

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

These cases will send notice *per filing*. (default method)

2:18-cr-00019-PSG-2 Ervin Galbert
2:18-cr-00019-PSG-1 Marvin Reed
2:19-cv-00010-PA-RAO Bad Robot, Inc. v. Disney Enterprises, Inc. et al (interest)

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

Primary e-mail address:
Mediatest@gmail.com

Secondary e-mail addresses:
[add new e-mail address](#)

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



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.