

## Fifth Circuit U.S. Court of Appeals Notice for Cases of Interest

Media representatives and interested individuals can register to receive notice in cases of interest in the Fifth Circuit. Registration requests for “public interested person” accounts are transmitted to the court through the PACER Service Center.

Register for an account at:

<http://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-regform.pl>.

Registration is not instantaneous. You will receive email correspondence about your request as soon as possible after the request is processed by our office.

Requirements:

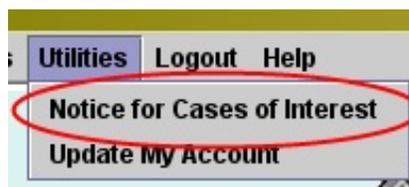
- ◆ Java 1.6 or higher
- ◆ Internet browser (Internet Explorer 6 or 7, Firefox 3)
- ◆ PACER account

When your registration has been accepted, follow the steps below to set up notification in cases of interest.

For help with registration, contact the PACER Service Center at 800-676-6856 or [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

### Setting up Notice in Cases of Interest

1. When your account has been accepted, enter your login and password to login to CM/ECF.
2. Single click **Utilities** from the menu.
3. Single click to select **Notice for Cases of Interest** from the **Utilities** drop-down list.



4. The email address linked to your account defaults in the list with the radio button next to **Choose E-mail Address on File**. If you had a primary and secondary email linked to your account, they would both be in the drop-down list. You can choose between them (if multiple exist).

E-mail Notice for Cases of Interest for Testaty, Anne

Docketing Reports Utilities Logout Help

Note: These settings will apply only to notices for cases of interest.

Enter E-mail Address:

Choose E-mail Address on File: Anne\_Tester@fakemail.com

Agency:

Individual for each transaction  Daily summary

Enter

Cases of Interest Selected

Either select an email address currently linked to your account from the drop-down list or move the radio button and enter a new email address.

If your notices should go to a different email account, single click the radio button next to **Enter E-mail Address** and then enter the email address in the text box.

Only one email address can be used for notice for cases of interest.

Once changes have been saved, the utility will display the selected or entered email in the text box next to **Enter E-mail Address**.

5. The notice frequency defaults to the frequency preference linked to your account at registration. You may select the other option by single clicking the other radio button.

The option **Individual for each transaction** will cause a notice to be sent as the entries occur in the case. The option **Daily summary** sends you a listing of all entries in the case at the end of each day.

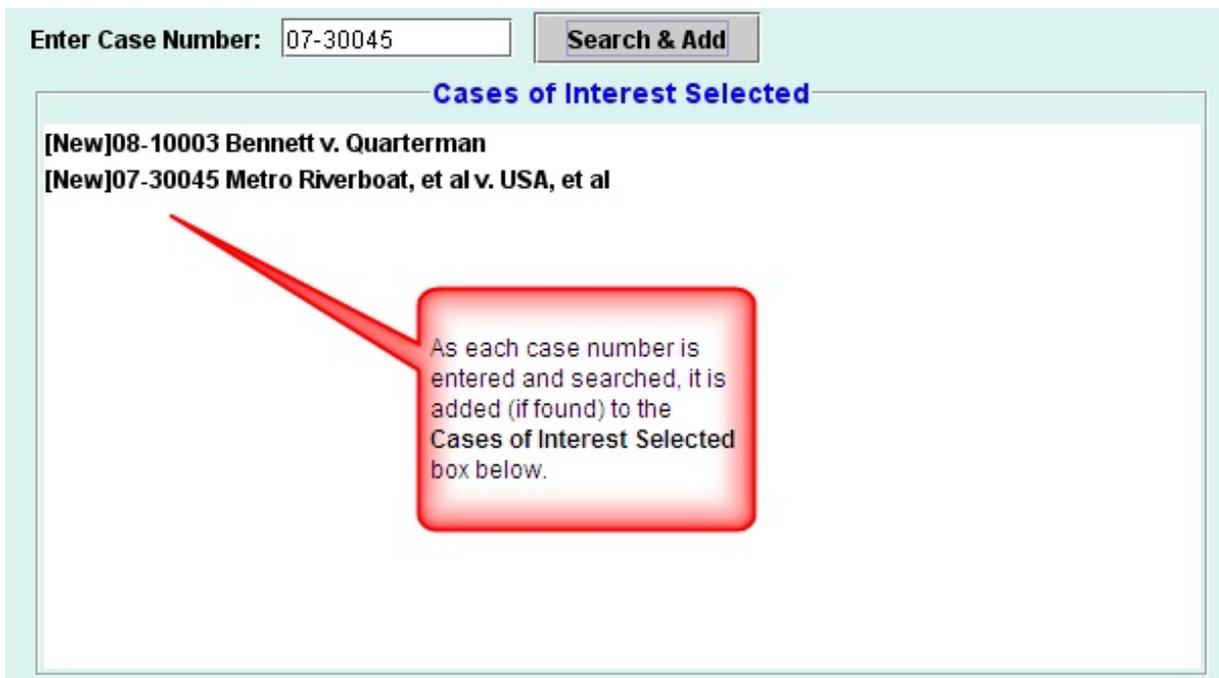


Notice of Docket Activity Frequency:

Individual for each transaction

Daily summary

6. Enter the appellate case number in the text box and single click **Search & Add**.



Enter Case Number:

**Cases of Interest Selected**

[New]08-10003 Bennett v. Quarterman

[New]07-30045 Metro Riverboat, et al v. USA, et al

As each case number is entered and searched, it is added (if found) to the Cases of Interest Selected box below.

Unsaved changes to the listing display with a **[New]** indicator as a reminder that you have not saved the changes.

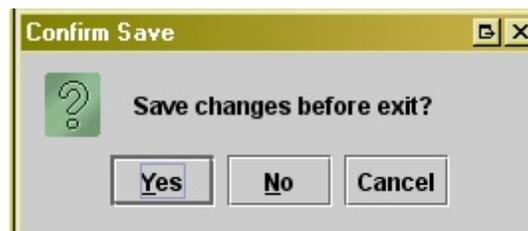
To remove a case from the selected box, single click to select it and then click the **Remove** button. If you have not yet saved the information, the selected is simply removed. If it has been saved, you will receive a message asking you to confirm the removal.



When you have the cases of interest in the box, click **Update** to save your changes. The [New] indicator will be removed and you will receive a confirmation message.



If you do not wish to make changes at this time, click **Done** to leave the utility. However, if you have made changes in the selected box that has not been saved, you will be prompted to save it at that time. Click **Yes** to save and exit, **No** to exit without saving or **Cancel** to return to the utility.



If you enter/search for a case number that does not exist or is sealed, you will receive a message indicating the case cannot be found and nothing will be added to the **Cases of Interested Selected** box.

