

Getting Started with Your Special Mailing Group

Step 1: Technology Checklist

The technical requirements for using your SMG account are quite minimal and inexpensive (or even free).

YOU NEED:

- A computer, access to the Internet, and an e-mail account. With just these three requirements, you can check on the cases you're interested in (through PACER) and receive notice from the court when there is activity in one of those cases (through the SMG account).

The browsers compatible with CM/ECF are Firefox and Internet Explorer; Safari and Chrome may also be compatible, but are not officially supported. We have no information about other browsers.

- A printer, if you elect to print any documents you download from PACER. Downloaded documents can also be saved on your computer.

Step 2: Register with PACER

You must have a PACER account to retrieve documents filed in CM/ECF. You can register online at www.pacer.gov or call the PACER Service Center at (800) 676-6856.

A small [fee](#) is charged to retrieve documents from PACER. If you provide your credit card information when you register for a PACER account, you will receive an e-mail with instructions on how to retrieve your login information. If you do not provide your credit card information at the time of registration, you will receive login instructions by mail. Please allow 7-10 days for delivery.

Step 3: Register with CM/ECF

Visit the [CM/ECF home page](#) and click on **Register to Use ECF -- Special Mailing Group**.

Step 4: Access Your SMG Account to Add, Delete, or Edit Personal Information and Cases to Watch

1. Go to <http://www.ned.uscourts.gov/attorney/cmecf-login>
2. Click on [CM/ECF and PACER Login](#)
3. Log into the ECF system with your SMG login and password.
4. On the blue toolbar at the top of the page, click on **Utilities**.
5. Click on **Maintain Your Account**.
6. Click on **E-mail Information**.

7. Check the box next to **Send notices in these additional cases** and add any case numbers for which you wish to receive notices of activity. *Enter the case numbers in this format: YY-NNNNN. (e.g., 04-00102).*
8. Click **Return To Person Information Screen**.
9. Click **Submit** to finish.
10. To confirm your changes, click on **Utilities > Maintain Your Account > Email Information**. Your information should appear.

FAQ

How do I get notified of new activity on a case?

CM/ECF allows news agencies or other members of the public to receive e-mail notice of activity in cases of interest system by registering for a "Special Mailing Group" (or SMG) account.

Here's how it works:

- If you do not already have a [PACER](#) (Public Access to Court Electronic Records) account, register with PACER. See www.pacer.gov.
- Visit the [CM/ECF home page](#) and click on **Register to Use ECF -- Special Mailing Group**.
- Once the clerk's office has your completed registration, we issue you a SMG password for CM/ECF via e-mail. Please allow 1-2 days to receive your SMG password.
- You add into your SMG profile the case numbers of the cases you want to follow.
- When activity occurs in one of your cases, you will get an e-mail notice.
- You will need your PACER login and password to access any documents filed in the case. You will be charged the regular [PACER fees](#) to access the documents, but you can print or save the documents for future use.

Please note these important additional points:

- SMG registrants only receive notice of case activity; they cannot electronically file documents in any case. If you are a litigant who wishes to file documents electronically in your case, you must [register as a CM/ECF user](#). See <http://www.ned.uscourts.gov/attorney/electronic-case-filing>.
- A SMG registrant must also have a [PACER](#) (Public Access to Court Electronic Records) account to query CM/ECF, do research, access docket sheets, and pay for downloading documents. If you already have a PACER account, you will not need a new one to register for a SMG account.

- You will not be able to access sealed documents, restricted documents, documents filed in Social Security cases, or documents filed and maintained in paper.
 - You will not have any access to sealed cases, nor will you receive e-mail notice in sealed cases.
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