Module 18 - Notifications

Emails and/or eFlex notifications are the method of communication from the Court to you telling you about activity on your e-filed cases. Examples might be a notification that a hearing has been scheduled or that another party on the case has filed something on the case.

It is your responsibility to read all notifications. If you have any unread notifications, you will see a number listed next to the 'Notifications' button. Notice the (5) in the screen print below.

If you wish to read notifications about case activity, select 'Notifications' from the Cases drop down or click on the 'Notifications' button from the Home page.



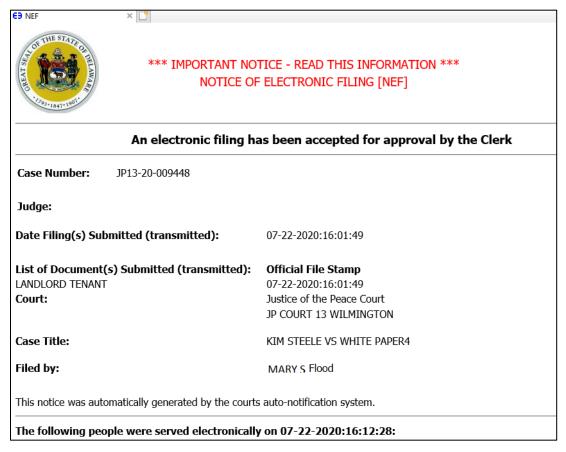
This will bring you to the 'Notifications' Screen where a list of notifications will be displayed. To read any of the notifications, click on the document link.



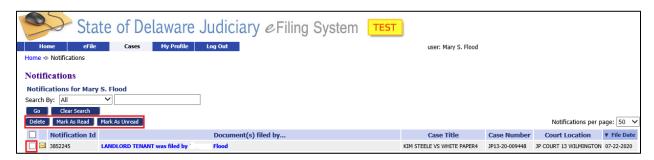
The notification will open in a separate browser window. It will indicate information about the case it is in reference to and the activity. It is recommended that you view details of the docket entry or review the documents in the 'Existing Cases' Screen instead of the links provided in the notification since they may not always work. See Module 17 – 'Existing Cases', for more information. Once you have read the notification, close the separate browser window.

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If you wish to 'Delete', 'Mark as Read' or 'Mark as Unread' any of the notifications from your list click the check box next to those notifications. Then click the appropriate button for the action you want to take.



It is recommended that you read these notifications as they appear. One thing to note is that even though you might have received a notification that a filing was made, you will not be able to view a docket entry or read a document until the filing has been accepted by the Court.

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