Daily Summary Report Option
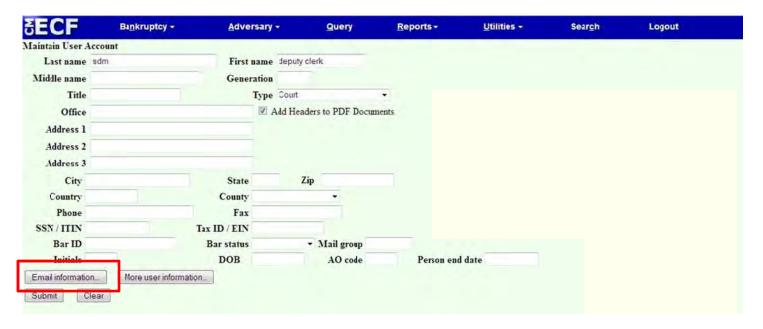
1. From the CM/ECF home page, click on the "Utilities" menu

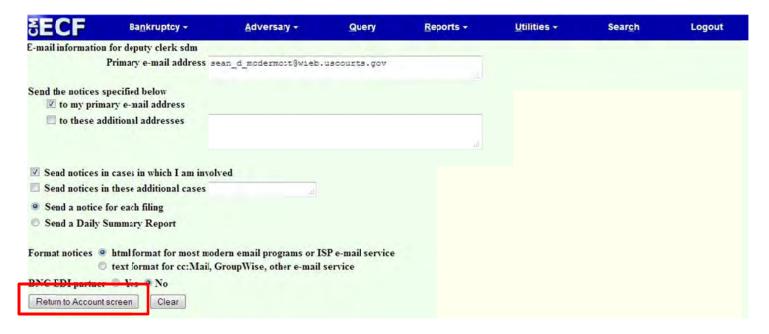2. Under the Utilities Menu, select "Maintain Your ECF Account"

3. Click the button "Email information…"

4. Select the option for "Send a Daily Summary Report"

5. Click on "Return to Account screen"

6. Click on "Submit"