

Daily Summary Report Option

Once an electronic filer becomes a party to a case, the filer will automatically receive Notices of Electronic Filing (NEF). CM/ECF's default is set to email a notification at the time of each individual case filing. Electronic filers have the option to manage the delivery of the NEFs. Instead of receiving a notification for each filing, the filer may choose to receive one notification, a daily summary, containing all of the individual notifications. **Important Note: If a filer chooses to receive a daily summary of email notifications, the filer will not receive the NEF Daily Summary for the current day until after midnight** (the court accepts filings 24-hours per day, so the report runs immediately after the end of the day). A Daily Summary Report will only be generated when documents are filed in cases to which the filer is a party.

From the CM/ECF home page, click on the **Utilities** menu.



Under the Utilities Menu, select **Maintain Your ECF Account**.



Click the **Email** information button.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name sdm First name deputy clerk

Middle name Generation

Title Type Court

Office Add Headers to PDF Documents

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN / ITIN Tax ID / EIN

Bar ID Bar status Mail group

Initials DOB AO code Person end date

Email information... More user information...

Submit Clear

Select the **Send a Daily Summary Report** option.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

E-mail information for deputy clerk sdm

Primary e-mail address sean_d_modermort@wleb.uscourts.gov

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for most modern email programs or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

BNC EDI partner Yes No

Return to Account screen Clear

Click on **Return to Account screen**.

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E-mail information for deputy clerk sdm

Primary e-mail address sean_d_modermort@wleb.uscourts.gov

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

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Send a Daily Summary Report

Format notices html format for most modern email programs or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

BNC EDI partner Yes No

Return to Account screen Clear

Click **Submit** to save your changes.

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

Maintain User Account

Last name	sdm	First name	deputy clerk
Middle name		Generation	
Title		Type	Court ▾
Office		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1			
Address 2			
Address 3			
City	State	Zip	
Country	County	▾	
Phone	Fax		
SSN / ITIN	Tax ID / EIN		
Bar ID	Bar status	▾	Mail group
Initials	DOB	AO code	Person end date