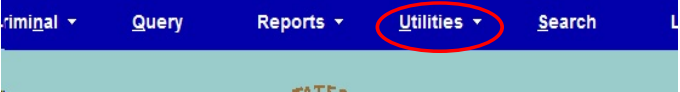
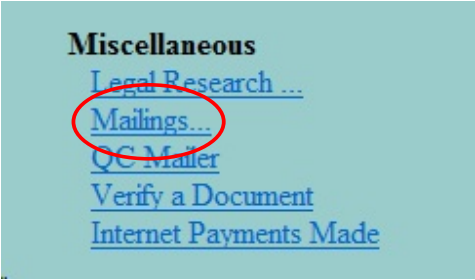
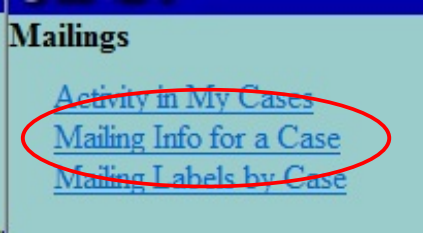
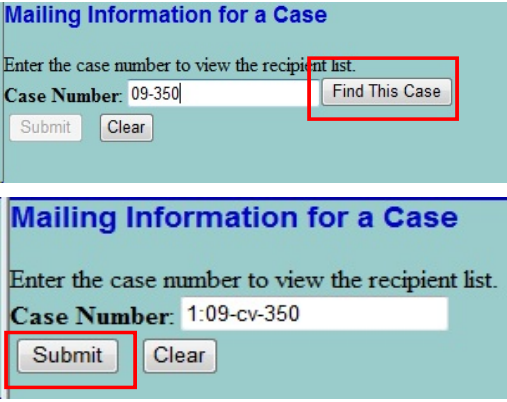
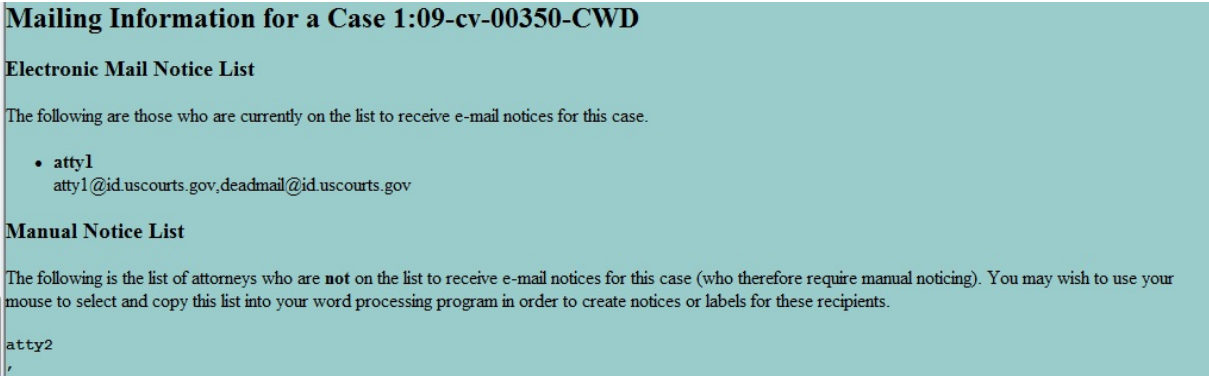


Identifying Service Information for a Case

Pursuant to the ECF Procedures, e-filers must include a Certificate of Service for each document filer in ECF. The certificate should reflect who is being served through ECF and which other parties (if any) require service by other means. This will be the same information present on the Notice of Electronic Filing (NEF) provided at the conclusion of the filing.

Following are the instructions for locating this information prior to filing your documents in ECF.

| STEP | |
|--|--|
| Click on Utilities from the main ECF menu bar. |  |
| Under the Miscellaneous category, select Mailings . |  |
| Select Mailing Info for a Case . |  |

| STEP | |
|--|---|
| <p>Enter the case number and click Find This Case</p> <p>and</p> <p>Click Submit</p> |  <p>Mailing Information for a Case</p> <p>Enter the case number to view the recipient list.</p> <p>Case Number: 09-350 <input type="button" value="Find This Case"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p> <hr/> <p>Mailing Information for a Case</p> <p>Enter the case number to view the recipient list.</p> <p>Case Number: 1:09-cv-350 <input type="button" value="Submit"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p> |
| |  <p>Mailing Information for a Case 1:09-cv-00350-CWD</p> <p>Electronic Mail Notice List</p> <p>The following are those who are currently on the list to receive e-mail notices for this case.</p> <ul style="list-style-type: none"> • atty1 atty1@id.uscourts.gov, deadmail@id.uscourts.gov <p>Manual Notice List</p> <p>The following is the list of attorneys who are not on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.</p> <p>atty2 ,</p> |
| | <p>There are two sections: those receiving notice through ECF and those that will need service by other means.</p> <p>ECF Notice - Will indicate the primary e-mail address of the attorney and any secondary e-mail addresses included in that attorney's ECF account.</p> <p>Manual Notice - Will indicate those parties not receiving service through ECF. It is the responsibility of the filing party to provide service on any parties in this section.</p> <p>Certificate of Service: You may cut the information from this screen and paste into your document to create the certificate.</p> |