

United States District Court, Southern District of California

CM/ECF Media Access

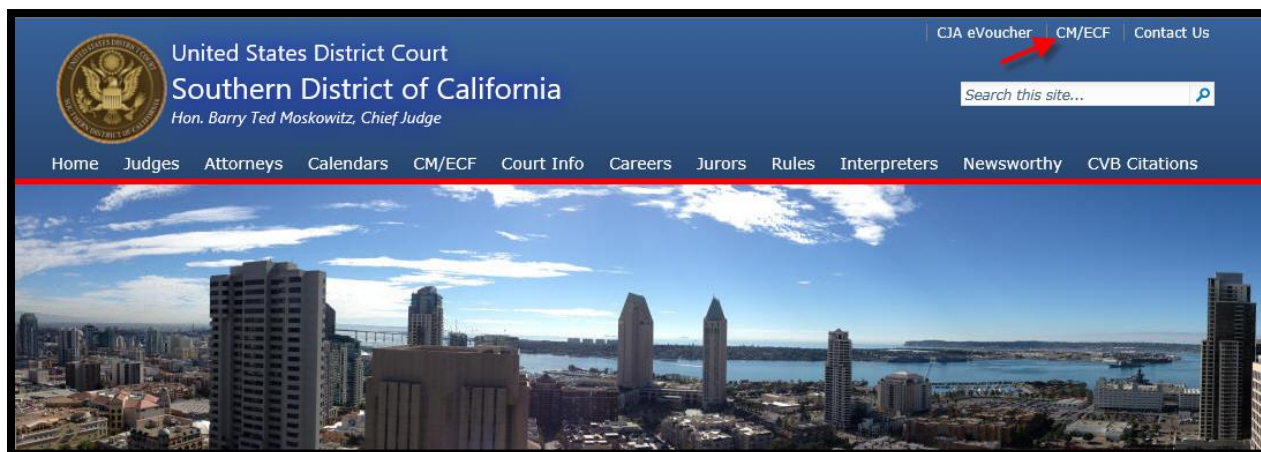
Members of the media can monitor particular civil and criminal non-sealed cases by signing up to receive automatic e-mail notifications of electronic filings (NEFs) made in specific civil and criminal non-sealed cases which they designate. Each NEF includes a hyperlink to the non-sealed, electronically filed document in the case.

CM/ECF Registration

To obtain a Case Management/Electronic Case Filing (CM/ECF) Media Access login and password, you must register by completing a *CM/ECF Media Access Application* (available on the Court's website at <http://www.casd.uscourts.gov/Newsworthy>). The application must be emailed to ECFhelp@casd.uscourts.gov. A copy of the applicant's press credentials must be provided with the application. Applications received without proof of press credentials will not be processed.

Designating Cases to Receive Notification

1. Go to <http://casd.uscourts.gov> and click on CM/ECF.



2. Click on “Southern District of California - Document Filing System”.



3. Log in to CM/ECF using your **media access login and password**. (Leave the *client code* field blank and *check the box re the redaction rules*.)

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

4. Click on “Utilities”.

ECF Civil Criminal Query Reports **Utilities** Search Logout

U.S. District Court
Southern District of California
Official Court Electronic Document Filing System

5. Click on “Maintain Your Email”.

ECF Civil Criminal Query Reports Utilities Search Logout

Utilities

Your Account

[Maintain Your Address](#)

[Maintain Your E-mail](#)

[Maintain Your Login/Password](#)

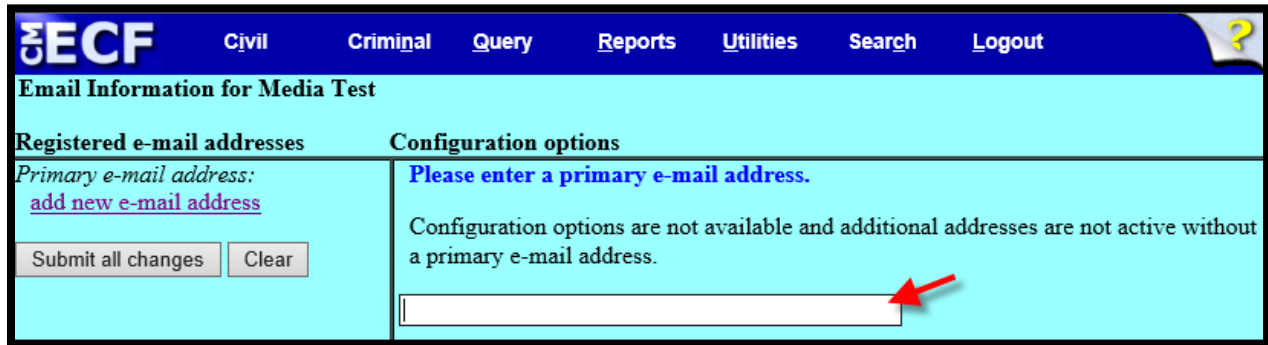
6. Click on “add new e-mail address”.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Media Test

Registered e-mail addresses	Configuration options
Primary e-mail address: add new e-mail address	Please enter a primary e-mail address.
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	Configuration options are not available and additional addresses are not active without a primary e-mail address.

7. Add the email address where you would like to receive the automatic notifications.

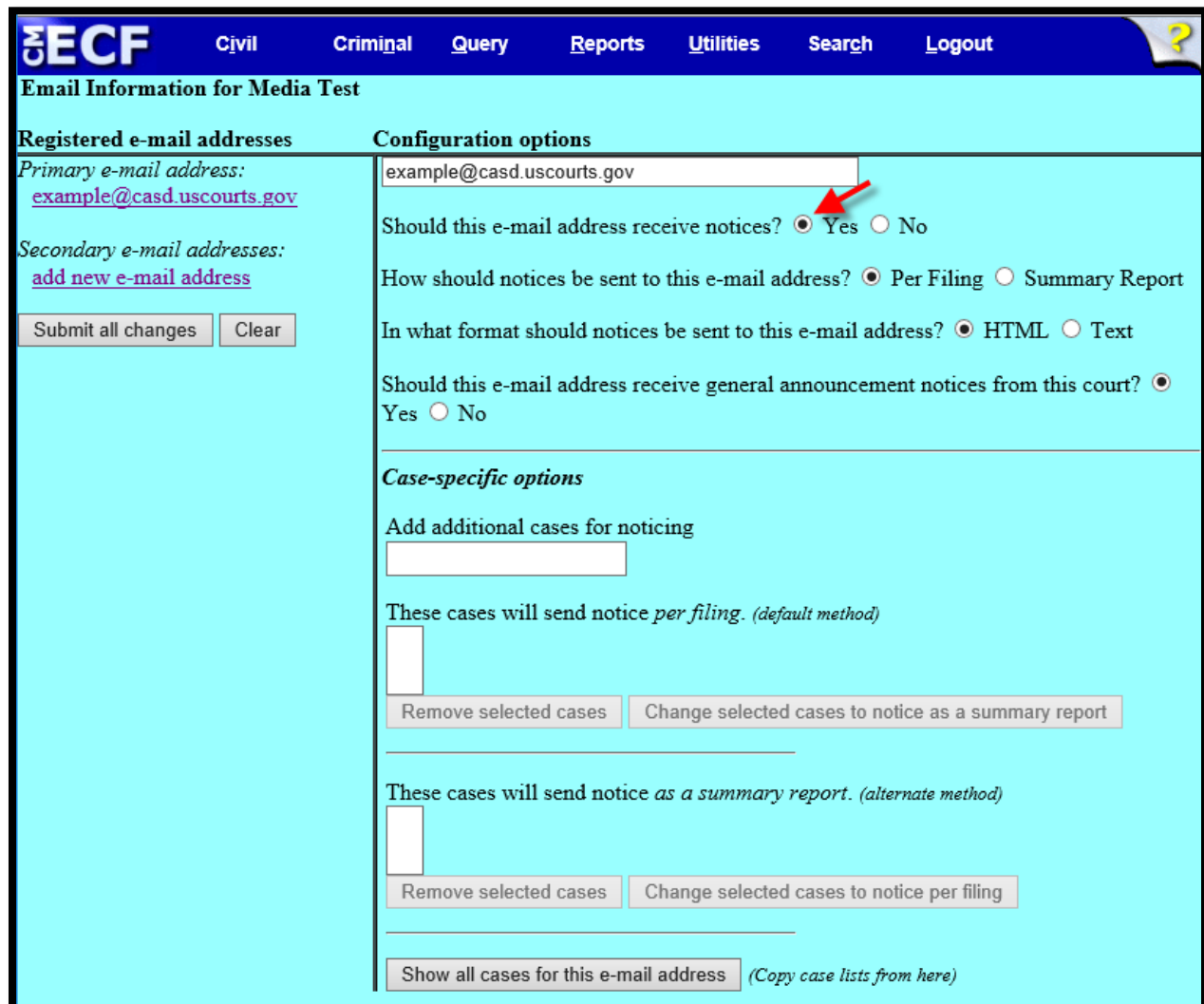


ECF Civil Criminal Query Reports Utilities Search Logout ?

Email Information for Media Test

Registered e-mail addresses	Configuration options
Primary e-mail address: add new e-mail address Submit all changes Clear	Please enter a primary e-mail address. Configuration options are not available and additional addresses are not active without a primary e-mail address. <input type="text"/>

8. After inserting an email address, a list of service options will appear. Make sure the **Yes** radio button is selected for the question “Should this e-mail address receive notices?” Set the remaining values to your preference.



ECF Civil Criminal Query Reports Utilities Search Logout ?

Email Information for Media Test

Registered e-mail addresses	Configuration options
Primary e-mail address: example@casd.uscourts.gov Secondary e-mail addresses: add new e-mail address Submit all changes Clear	<input type="text" value="example@casd.uscourts.gov"/> Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No Case-specific options Add additional cases for noticing <input type="text"/> These cases will send notice <i>per filing</i> . (default method) <input type="text"/> Remove selected cases Change selected cases to notice as a summary report These cases will send notice <i>as a summary report</i> . (alternate method) <input type="text"/> Remove selected cases Change selected cases to notice per filing Show all cases for this e-mail address (Copy case lists from here)

9. In the “**Add a case for noticing**” field, enter the case number for which you would like to receive the automatic notifications and click on “**Find This Case**”.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Media Test

Registered e-mail addresses

Primary e-mail address:
[example@casd.uscourts.gov](#)

Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options

example@casd.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Case-specific options

Add additional cases for noticing

14cv1

These cases will send notice *per filing*. (default method)

These cases will send notice *as a summary report*. (alternate method)

(Copy case lists from here)

10. Once your case has been found, click on “**Add case(s)**”.

Case-specific options

Add additional cases for noticing

3:14-cv-1 (closed 10/26/2015)

These cases will send notice *per filing*. (default method)

These cases will send notice *as a summary report*. (alternate method)

(Copy case lists from here)

11. The email address added in *Step 7* will now receive the automatic notifications selected for this case. Click on “**Submit all changes**”, then “**Submit**” to finalize your updates.

ECF Civil Criminal Query Reports Utilities Search Logout ?

Email Information for Media Test

Registered e-mail addresses

Primary e-mail address:
[example@casd.uscourts.gov](#)

Secondary e-mail addresses:
[add new e-mail address](#)

Submit all changes **Clear**

Configuration options

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

3:14-cv-00001-L-JMA v. DOES (closed 10/26/2015)

Remove selected cases **Change selected cases to notice as a summary report**

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases **Change selected cases to notice per filing**

Show all cases for this e-mail address (Copy case lists from here)

12. You will receive a confirmation screen of your updates.

ECF Civil Criminal Query Reports Utilities Search Logout ?

Updating person record...

Update Person Prid: 18617133

The update was successful.... prid 18617133 - Media Test

The update was successful....

E-mail configuration:

Primary e-mail address: **example@casd.uscourts.gov**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which Media Test is a participant.

[View/Hide case list](#)