

Frequently Asked Questions about E-Mail Updates

What are e-mail updates?

E-mail Updates allow anyone to sign up (subscribe) to receive e-mail updates from the Judicial Branch on civil, housing*, family and small claims* cases. You do not have to be a party or have an appearance in a case in order to subscribe to e-mail updates on a case.

E-mail updates are sent whenever activity has taken place on any civil, family or small claims case that has public information available on the Judicial Branch website. Activity that will trigger an automatic e-mail update includes such things as:

- The filing of a document;
- The entry of an order;
- The scheduling of a case on the short calendar; or
- The scheduling of a case event, such as a pretrial, status conference or hearing.

Can I sign up for e-mail updates on all types of cases?

You can sign up for e-mail updates on civil, housing*, family, and small claims* cases that can be viewed on the Judicial Branch website except for any case that:

- Is sealed;
- Is not viewable outside of the courthouse because of ongoing jury selection and trial;
- Falls under certain restrictions imposed by the Federal Violence Against Women Act; or
- is no longer available on the Judicial Branch's website in accordance with the Judicial Branch's web retention policy, which can be viewed on the Case Look-up pages.

E-mail updates are not available for juvenile, criminal, or some housing* and small claims* cases.

** E-mail updates are available for housing matters filed on or after January 1, 2017. Prior to that date, not all housing cases were electronically available. Email updates are also available (1) for small claims matters filed on and after September 1, 2017; and (2) for small claims matters existing on September 1, 2017 that have been transferred to the small claims docket at the appropriate judicial district or housing session location and assigned a new docket number.*

Do I have to pay a fee for a subscription?

No, there is no charge for subscribing to **E-Mail Updates** on a case.

Can I sign up to receive e-mail updates on more than one case?

Yes, you can subscribe to e-mail updates on as many cases as you would like.

How often will I receive email updates?

E-mail updates, listing the types of activities that have occurred on a case, are sent *once a day*. Each e-mail will only list the type of activity that occurred once, even if the same activity occurred several times on the case. For example, if four documents are filed on a case in a day, the e-mail update would only contain a single statement that "an action has occurred on this case."

No e-mail update is sent unless activity occurs on a case.

Frequently Asked Questions about E-Mail Updates

What if I cannot find the case I want to sign up for?

If you cannot locate the case you are interested in, it is probably because the case:

- Is sealed;
- Is not viewable outside of the courthouse because of ongoing jury selection and trial;
- Falls under certain restrictions imposed by the Federal Violence Against Women Act;
- Is no longer available on the Judicial Branch's website in accordance with the Judicial Branch's web retention policy or
- Is not a civil, family, housing, or small claims case for which email updates are available.

E-mail updates are not available for juvenile or criminal cases.

How do I sign up for E-Mail Updates?

The following steps will need to be completed for each case you would like to receive e-mail for when activity occurs on the case

1. Navigate to the Case Detail screen for the case in which you would like to receive an e-mail when activity occurs on a specific case.
2. Click on the hyperlink located in the upper right corner of the Case Detail screen titled: ***To receive an e-mail when there is activity on this case, click here;***
3. The *Request for E-Mail Updates Subscription* page is opened in a new window
4. Enter your **E-mail Address** in the *E-mail Address* box
5. Re-enter your **E-mail Address** in the *Confirm E-mail Address* box
6. Answer the question asked under the *User Verification* section of the screen by selecting the number in the drop down
7. Click on the **Submit Subscription Request** button; an *E-Mail Subscription Confirmation* page will display
8. Print the *E-Mail Subscription Confirmation* page for your records by clicking the **Print This Page** button

How do I stop receiving e-mail updates?

To stop receiving e-mail updates on a case, you must unsubscribe. To unsubscribe from e-mail updates:

- Select the **Unsubscribe** link contained in any electronic update e-mail on the case that you have received from the Judicial Branch, and you will see the *Unsubscribe from E-Mail Updates* page.
- Select **Unsubscribe** at the bottom of the page.
- Select **Yes** when you will then be asked if you are sure you want to unsubscribe from e-mail updates on the case.
- You will then receive an e-mail confirming that you have unsubscribed from e-mail updates.

How do I have the e-mail updates sent to a different e-mail address if my address changes?

If your e-mail address changes or you want to receive the e-mail updates on a case at a different e-mail address, you must follow the steps to unsubscribe the e-mail address you no longer want updates to be sent to as described in the answer to frequently asked question #9). You can then go back to the case detail page for the case and subscribe again, using the new e-mail address.