## Attorney: Notice in a Case of interest – Adding Cases

## Adding Notices for a Case of interest:

- 1. Utilities  $\rightarrow$  Your Account  $\rightarrow$  Maintain Your Email.
- 2. Select the primary email address.
- 3. Under configuration options, locate Case-specific options
- 4. Enter the case number in the first field, select find this case.
- 5. Select Add case(s).
- 6. The case appears in the These cases will send notice per filing. (default method) area.
- 7. Repeat the previous step for all cases of interest.
- 8. When complete, select submit all changes.



## 9. Confirmation of the change will appear for visual verification

