



THIRD CIRCUIT COURT OF APPEALS

Public Interested Person Manual

Last Update February 5, 2013

Public Interested Person

Public Interested Persons may register for a login and password through our Third Circuit CM/ECF website under the Filer Registration option. Select “other (not a public filer)” as the role type. Complete the form and send to Public Access to Court Electronic Records (PACER). PACER will notify our court immediately regarding the request. You will receive an e-mail advising you if your request is active or not. If your request is active, you will be able to enter into our CM/ECF system by using the login and password you created.

1. To receive notice for cases that you are interested in, please select the ***Utility*** option and ***Notice for Cases of Interest***.



2. Enter an e-mail address where you would like the notices to be sent, or, you can choose an e-mail address that is already on file by selecting the drop-down.
3. Select the Notice of Docketing Activity Frequency. N.B. A *Daily Summary* selection will give you the notification summarizing all case(s) of interest toward the end of each business day. An *Each Transaction* selection will notify you immediately after the event is entered on the docket report.
4. Enter in the case number that you wish to receive a notice and click *Search & Add*.
5. The case number will populate in the *Cases of Interest Selected* box. Repeat this step for additional case numbers.
6. When you have added all of the case(s), which you would like to receive notice, please click *Update* and then *Done*. You will now receive notification of filings that take place in the case(s) listed in your *Cases of Interest Selected* box.

The screenshot shows a web application window titled "E-mail Notice for Cases of Interest for OtherPerson, Char". The interface includes a navigation bar with "Reports", "Utilities", and "Logout" links. A note states: "Note: These settings will apply only to notices for cases of interest." Below this, there are two radio button options for email selection: "Enter E-mail Address:" (unselected) and "Choose E-mail Address on File:" (selected). The selected option shows a dropdown menu with "ecf_helpdesk@ca3.uscourts.gov". Underneath, the "Notice of Docket Activity Frequency:" section has two radio button options: "Individual for each transaction" (selected) and "Daily summary" (unselected). A text input field for "Enter Case Number:" contains "03-5555", followed by a "Search & Add" button. Below this is a section titled "Cases of Interest Selected" which contains a list item: "[New]03-5555 Jeffrey Levin v. Transamerica Occidental Life I". At the bottom of the interface are three buttons: "Remove", "Update", and "Done".

7. If you wish to be removed from a case(s) on your list, highlight the case in the *Cases of Interest Selected* box and click the **Remove** button.
8. When an event is entered on the docket report you will receive a Notice of Docket Activity (NDA), which will list your e-mail address at the top of the page as a BCC e-mail recipient. You may click on the hyperlink of the case number and log into PACER to review the docket report. You may also click on the hyperlink of the document and log into PACER to retrieve the document filed.

