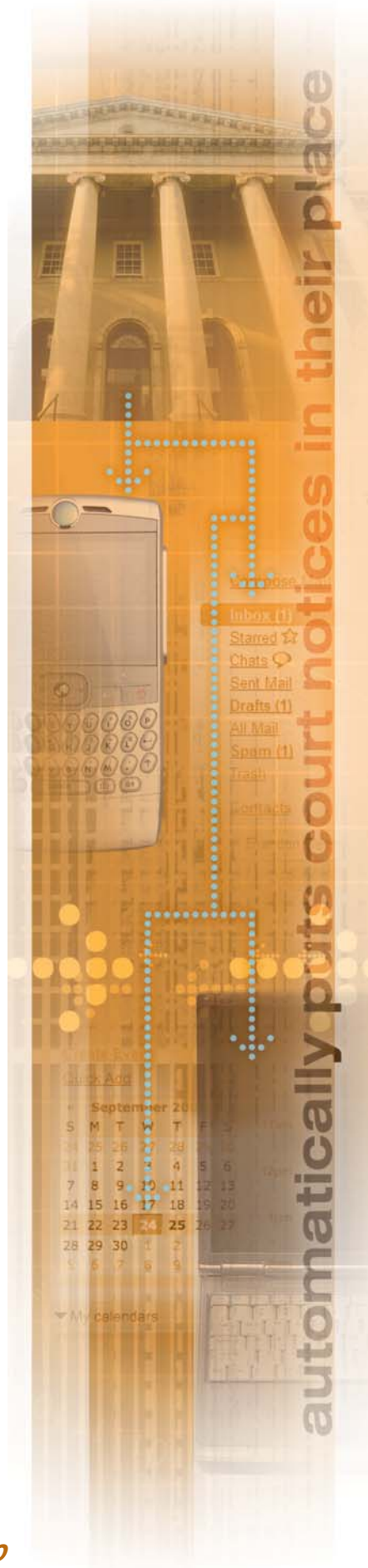




Automated Court Notice Management Service

Getting Started Guide





Notice Me

Notice Me[™] automatically downloads your court notices and free-look documents and saves them to your desktop, laptop, or mobile device for later review. Further, *Notice Me* can post court notification event dates to your electronic calendar and alert you when you have an actionable date.

- It regularly monitors your Gmail account for court notices based on a schedule that you define
- It sorts, organizes, and files court notices by case name in a location that you specify
- It posts court event notification dates for 341 Meetings, Section 521 Incomplete Filings, Stay Hearings and others to any electronic calendar that is compatible with Google
- It facilitates the optimal use of "free looks" by providing instant access to the viewing and printing of any filed document
- It sends out e-mail, pop-up, and text message reminders to occur as often as you like
- It allows for the execution of manual downloads in between your scheduled downloads when you are waiting for a specific court notice for a client case.

Note: Notice Me only works in districts that send one email per case document. If your district sends digest or summary emails, Notice Me will not be able to deliver case documents from your Gmail account.

Note: EZ-Filing does not provide technical support for setting up and maintaining your Google mail (Gmail) account for Notice Me. To troubleshoot Gmail issues, see the Google Help Center at <http://mail.google.com/support/>

Installing and setting up Notice Me

Verifying system requirements

Before installing Notice Me, verify the following system requirements:

- Windows® 7, Vista, or XP operating system
- Minimum of 1MB of available hard-disk space per client case
- High-speed Internet connection

Downloading Notice Me

You can download and install Notice Me directly from the Notice Me web site, using Internet Explorer. If you use another browser, additional or different windows may display than are documented in this instruction.

Prerequisite: The download is password protected. So, before beginning this procedure, have available the user name, password, and serial number that were issued to you when you purchased Notice Me.

- 1** Using Internet Explorer, go to <http://www.mycourtnotices.com/setup>
- 2** Enter the **User Name** and **Password**, and click **OK**.
- 3** In the **File Download – Security Warning** window, click **Run**.
- 4** In the **Internet Explorer - Security Warning**, click **Run** again to open the Notice Me Setup Wizard.
- 5** Follow the instructions in the wizard to complete the installation.

Note: At any future time, when you shut down and restart your computer, there is no need to exit or restart Notice Me. It will do so automatically.

Setting up the required Google mail account

Notice Me requires a Google mail (Gmail) account to work. You have two options for setting up your Gmail account:

- If you have an existing Gmail account that you use as your primary account, you only need to enable IMAP on the account.
- If you have an existing Gmail account and want to create another dedicated Gmail account for Notice Me, you need to create the new account and enable IMAP on the new account. You can also, optionally, transfer the new Gmail calendar to a preferred calendar on your primary account so that your calendar entries are viewable in one calendar.

Note: EZ-Filing does not provide technical support for setting up and maintaining your Google mail (Gmail) account for Notice Me or transferring the new Gmail calendar to a preferred calendar on your primary Gmail account. To troubleshoot these issues, see the Google Help Center at <http://mail.google.com/support/>

To use an existing Gmail account and enable IMAP on the account

- 1 Sign in to your existing Gmail account.
- 2 In the **Gmail** window, click **Settings**, then select the **Forwarding and POP/IMAP** tab.
- 3 In **IMAP Access** area, select **Enable IMAP**.
- 4 Click **Save Changes** to close the window.



To create a new Gmail account and enable IMAP on the account

- 1 In your Web browser, go to <http://www.google.com>
- 2 In the Web bar, click **Gmail**.
- 3 Click **Create an account** and follow the instructions to open a new account.
- 4 When you have successfully signed up for Gmail, click **Show me my account**.
 - Make a note of this user name and password, as you will need this information when setting up Notice Me. See “Setting up Notice Me” on page 6 for more information.
 - Notify your bankruptcy court(s) of your new Gmail account address for receiving court notices.
- 5 In the upper right corner of the Gmail window, click **Settings**, then select the **Forwarding and POP/IMAP** tab.
- 6 In **IMAP Access** area, select **Enable IMAP**.
- 7 Click **Save Changes** to close the window.


Setting up Notice Me

Next, you need to set up Notice Me to work with your Gmail account.

Note: EZ-Filing does not provide technical support for setting up and maintaining your Google mail (Gmail) account for Notice Me. To troubleshoot Gmail issues, see the Google Help Center at <http://mail.google.com/support/>

- 1 If you haven't already, launch Notice Me.
- 2 In the lower-right corner of your screen, right-click , and select **Notice Me Setup**.
- 3 In the upper-right corner of the **Notice Me Setup** window, click **?** and follow the instructions in the help to complete the fields in the **Notice Me Setup** window.
- 4 If your Notice Me test is successful, Notice Me will run in the background.
- 5 To set up custom events notifications or do other work in the application, right-click  in the system tray to display the product menu and make another selection.

Using the Notice Me help

- 1 Launch Notice Me.
- 2 Right-click , and select **Notice Me Setup**.
- 3 In the upper-right corner, click **?** to open the help.
- 4 Use the online help to do any of the following:
 - Edit your Notice Me setup
 - Manage event notifications
 - View court notices
 - Upgrade Notice Me