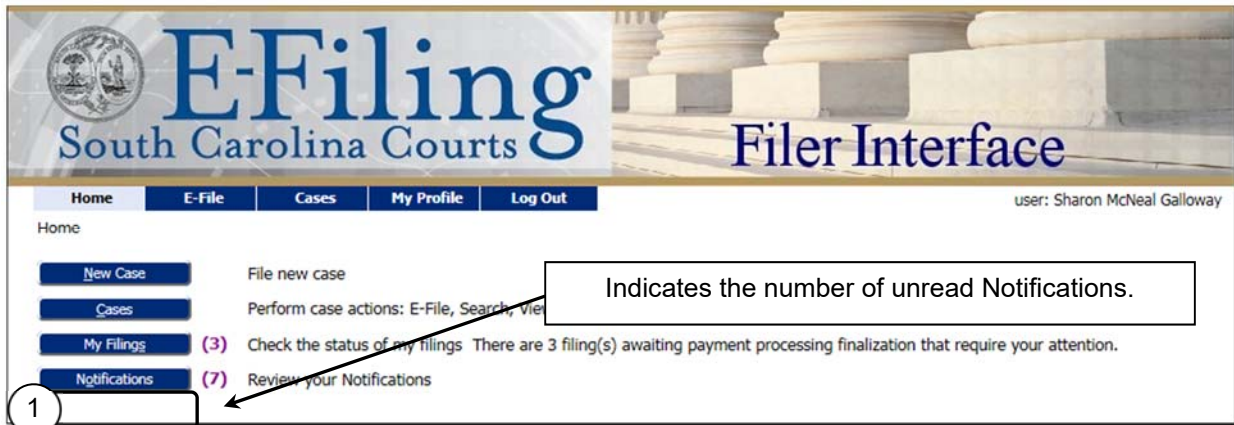


Check for Court Notifications



Notifications are available for 90 days in E-Filing, but are also saved to the case record and can be seen under the NEF action.




1. Start at the Home page and click **Notifications**.



2. Use the **Search By** field to filter notifications by: All, Notification ID, Filing Description, Case Caption, or Case Number.
3. Enter the **Value** for the search criteria. Note that you can only enter one word as a value for your search. For example, only enter one name (Ex: Smith) if searching by Case Caption.
4. Click **Go**, and the filings that match the Search By criteria display in the grid.
5. Click to open and review the Notice of Electronic Filing (NEF) associated with the E-Filing. This opens a new tab. Click the tab to close the screen.
6. Click to open and review an E-Filed document. This opens a new tab. Click the tab to close the screen.

7. Click to enter a checkmark in a checkbox for the associated filing to either **Delete**, **Mark as Read** () , or **Mark as Unread** ().

Example of Notice of Electronic Filing



***** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 2015CP2202372

Official File Stamp:	04-02-2015 14:19:14
Court:	CIRCUIT COURT Common Pleas Georgetown
Case Caption:	Betsy Shoolbred , plaintiff, et al VS John Reynolds
Event(s):	Notice/Notice of Appearance
Filed by or on behalf of:	John E. Doe

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:
John E. Doe for John Reynolds
Sharon McNeal Galloway for Betsy Shoolbred et al

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:

