



# LegalPRO

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BankruptcyPRO® with FlashDOCS™

DoingTIME™

I-Got-Notices™

## QUICK START GUIDE FOR I-GOT-NOTICES

### 1. Create a dedicated email account for I-Got-Notices:

- a. In order to start using I-Got-Notices you will need to create a **NEW** email account used only for ECF notices. You can use any POP3 or IMAP4 email account. I-Got-Notices is also compatible with free Gmail or AOL accounts.

### 2. Add the email account on the courts website as a secondary noticing address:

- a. Log into CM/ECF – Click on “Utilities” on the top toolbar – Select “Maintain your ECF account” – then click on the “Email Information” button (if you do not have this option you may need to call the help desk at the court in order to add the new email address).
- b. Add your new email account as a secondary address to receive a copy of the notices.  
**(NOTE: It may take 24 hours for the court to start sending notices to the new account.)**

### 3. Setup the email account in I-Got-Notices.

- a. From the main menu in I-Got-Notices, go to Settings – Mail Accounts.
- b. Click on the “Add” button – Enter an Account Name (e.g. ECF Account...) then select the “ECF - Court Notices” radio button.
- c. Go to the “Incoming Mail” tab towards the top of the window and enter the email account mail server settings. If you are using a Gmail, AOL, or POP3 Yahoo account you can select the predefined settings from the “Default Settings” button.
- d. Click on “Test Connection” to make sure I-Got-Notices can establish a successful connection to the email account.

### 4. Processing Email in I-Got-Notices

- a. You should notice three buttons towards the top left hand corner of I-Got-Notices, “Check”, “Process”, and “Check & Process”.
  - i. Check – This option will only download new email in I-Got-Notices (will not save PDF files).
  - ii. Process – This option will only save the PDF files for email that was previously downloaded.
  - iii. Check & Process – This will download any new notices and automatically save the free look PDF files.
- b. **NOTE: You can setup I-Got-Notices to automatically check and process email at a given interval from the settings dialog.**
  - i. Go to Settings – Options – Mail Options – check the box labeled “Automatically Check for Mail every \* minutes”.

**To learn about additional features please call our support line at (210) 561-5300 or visit the Help section within I-Got-Notices!**