

How To Receive eDocket Email Notifications

The ICC has added a new feature to eDocket. You may now receive email notification when a document is accepted in a case on eDocket. You will need to subscribe to each case individually and you can subscribe to as many cases as you like. You will need to provide your name and email address for each subscription. Follow these steps to subscribe:

1. Find the case you would like to receive email notifications.
2. Under the **eDocket Notifications** section, click the **Email Notifications** link.
3. Enter your **Name** and **Email Address** in the fields provided, then click the **Submit** button.
4. After submitting this information, you will receive an email to **Verify** your email address. Click on the link in the email to verify your email address for this subscription. **Note: You will need to verify your email address for each case you wish to receive email notifications for. If you do not verify your email address within 24 hours your request will be removed from the system and you will need to resubmit the information. If you do not see an email for verification, be sure to check your junk email folder.**
5. Once your email address has been verified, you will receive an email after a document has been accepted in the case you specified on eDocket.

NOTICE: This feature is not a substitute to the requirement in 83 Ill. Adm. Code 200.150 regarding the service requirement.

