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**SIXTH CIRCUIT COURT OF APPEALS**  
Public Interested Person Manual

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Last Update October 15, 2014

## Public Interested Person

Members of the public interested in following a particular case pending in this court may now do so as a “Public Interested Person”. You must first register for a login and password through PACER at [www.pacer.gov](http://www.pacer.gov). When you complete your registration, please select “other (not a public filer)” as the role type. You will receive an email with your username and password. Use this information to login the Sixth Circuit CM/ECF website. Then follow these steps to receive notifications in a specific case.

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



The screenshot shows a web browser window titled "Startup Page". The page has a light blue background and a navigation bar with "Utilities" and "Logout" tabs. A sub-menu is open under "Utilities", showing "Notice for Cases of Interest". In the center of the page is the seal of the Administrative Office of the United States Courts. Below the seal, the text reads "U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." Below this is a "Welcome" section with the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." At the bottom, it shows "Last login Oct 15, 2014 11:54:52 AM EDT" and a link for "Court Information".

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. Choosing “**Daily Summary**” will give you the notification summarizing all case(s) of interest toward the end of each business day. Choosing “**Each Transaction**” will give you a notification 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 appear 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.

E-mail Notice for Cases of Interest for Wags, Aaron P.

Utilities Logout

Note: These settings will apply only to notices for cases of interest.

Enter E-mail Address:

Choose E-mail Address on File: kris\_napolitano@ca6.uscourts.gov

Notice of Docket Activity Frequency:  Individual for each transaction  
 Daily summary

Enter Case Number: 80-3035

**Cases of Interest Selected**

[New]80-3035 Alma Potts v. Water Quality Assurance Syndic

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)**. 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. PACER charges may apply.

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Sixth Circuit

**Notice of Docket Activity**

The following transaction was filed on 10/15/2014

**Case Name:** Alma Potts v. Water Quality Assurance Syndic

**Case Number:** [80-3035](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**

BRIEFING LETTER SENT setting briefing schedule: appellant brief due 11/28/2014; appellee brief due 12/30/2014; (KN)

**Notice will be electronically mailed to:**

Mr. Glen Paul Napo: [Kris\\_Napolitano@ca6.uscourts.gov](mailto:Kris_Napolitano@ca6.uscourts.gov)

Ms. Angela Marie Smith: [kris\\_napolitano@ca6.uscourts.gov](mailto:kris_napolitano@ca6.uscourts.gov)

The following document(s) are associated with this transaction:

**Document Description:** Briefing Letter

**Original Filename:** /opt/ACECF/live/forms/napolik\_803035\_5190208\_StandardBriefingLetterECF.pdf

**Electronic Document Stamp:**

[STAMP acecfStamp\_ID=1105031299 [Date=10/15/2014] [FileNumber=5190208-0]

[3cbae7c54e81a9084daaa75b51223d0700a70601b602c6c7048e67536157ea522b4b9c5bda6c4f6afba04dc4bfb83c431ab593c52fe4eee9be600bE31255670b]]