



## Caddo Parish Clerk of Court :: E-Mail Notification User Help


You first need to request an account. Click on the link titled Signup for E-Mail Notifications.


Return to Main User Window

## Caddo Parish Clerk of Court E-Mail Filing Notifications

 [Login](#)

 [Signup for E-Mail Notification](#) Select this option to signup for E-Mail Notifications when a new Document for a specific Suit or Case Number is added into the Caddo Parish OnBase Document Management System.

 [Manage Your Notifications \\*](#) Select this option to add new Suit or Case Numbers or to remove existing Suit or Case Numbers that you are currently receiving Notifications for.

 [Manage Your User Account Settings \\*](#) Select this option to manage your User Account settings such as your e-mail address or contact information.

\* Must have a valid Login Account to access these sections

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Powered by OnBase Document Management System

IP Address: 127.0.0.1

Fill out the required information and click the Save Request button.

This will generate an E-Mail to you and to the Caddo Parish Web Administrator with the details of your account.

Once your account information has been verified, your account will be activated. You will receive an E-Mail once this occurs.

[Return to Main User Window](#)

To request an account to receive E-Mail Filing Notifications on new documents added to an existing case, fill out the information below.

Once your information has been reviewed and activated, you will receive an e-mail with login instructions.

Name

Phone

Company/Organization Name

E-Mail Address

Images Account Username

Images Account Password

Confirm Account Password

IP Address: 127.0.0.1

Once you have your account activated, you may return to the main page and click the Login link to access the login page. Use your Images Account Username and the password you entered at the Account Registration form.

[Return to Main User Window](#)

**OnBase E-Mail Notifications Log In**

Enter your Login Username and Password as supplied by the Caddo Parish Clerk of Court Office.

User Name:

Password:

IP Address: 127.0.0.1

Once you login, your Account name will displayed next to the Logout link. Click the Manage Your Notifications link to add Case/Suit Numbers. You can enter either Civil, Criminal or Sheriff Returns Case/Suit Numbers. You can enter multiple values by separating each one with a colon. Click the Add Numbers button to add it to the list of your Filing Notifications. Once you add Case Numbers, they will appear in the grid listing. If you have a large number of rows, you can use the Paging Numbers at the top and

bottom of the grid to page through your list.

[Return to Main User Window](#)  
 You can enter multiple Case/Suit Numbers by separating them with a colon.

Select the Document Type: 1290-Civil Suits

Case/Suit Number(s):

Show All Rows

To delete a row, select the row and press the Delete key.  
 Document Types: 1289=Criminal 1290=Civil 1291=Sheriff Returns

Case/Suit Number	Document Type	Date Added	Total Emails Sent	Last E-Mail Sent
145496	1290	12/6/2006 10:39:12 PM	0	
145520	1290	12/6/2006 10:39:12 PM	0	
1455621	1290	12/6/2006 10:39:12 PM	0	
245992	1289	12/6/2006 10:39:27 PM	0	
284992	1289	12/6/2006 10:39:27 PM	0	

IP Address: 127.0.0.1

If you wish to delete a Filing Notification, click the row you want to delete and press the Delete key on your keyboard.

**Return to Main User Window**  
 You can enter multiple Case/Suit Numbers by separating them with a colon.

Civil Suit Number(s)

Criminal Case Number(s)

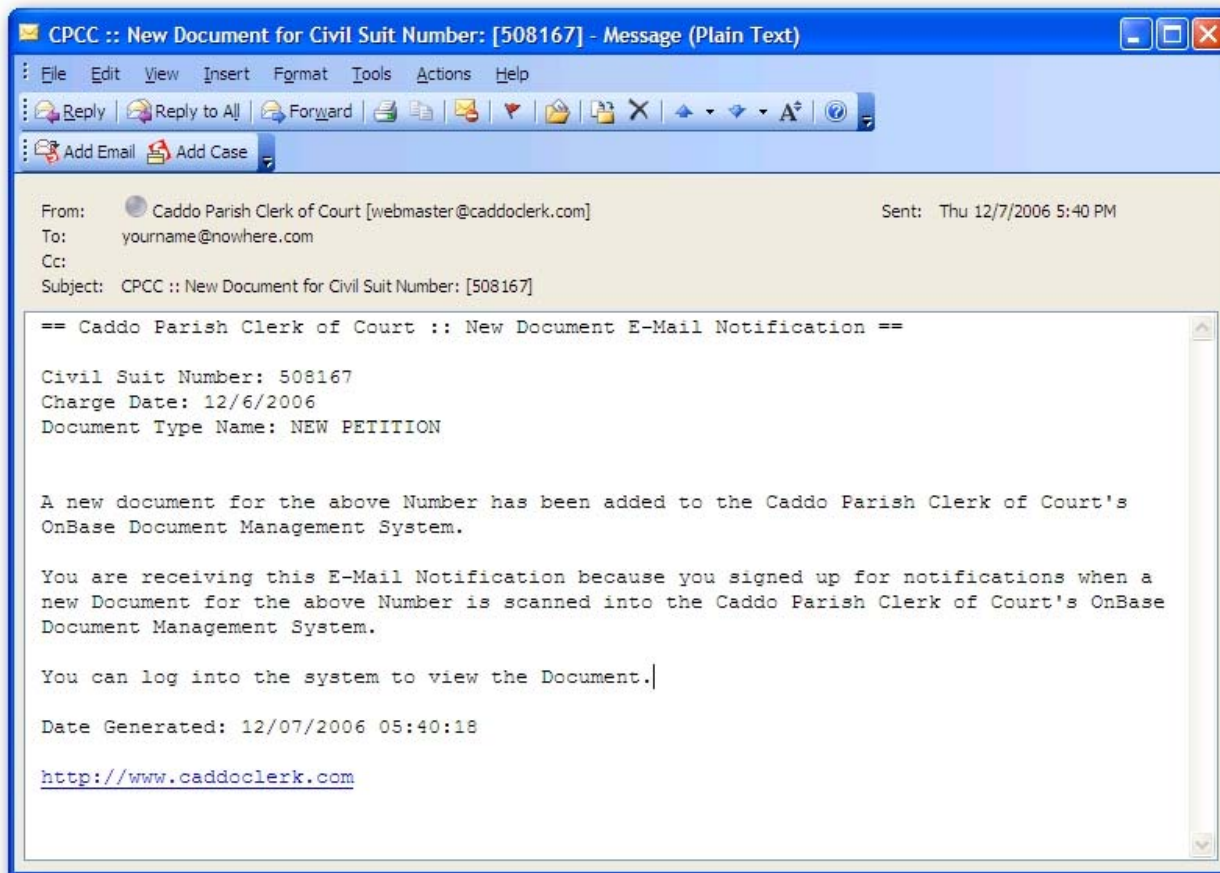
Added: 284992 245992 - Not Added:

Show All Rows  
 To delete a row, select the row and press the Delete key.  
 Document Types: 1289=Criminal 1290=Civil

Case/Suit Number	Document Type	Date Added		
145496	1290	12/6/2006 10:39:12 PM	0	
145520	1290	12/6/2006 10:39:12 PM	0	
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245992	1289	12/6/2006 10:39:27 PM	0	
284992	1289	12/6/2006 10:39:27 PM	0	

IP Address: 127.0.0.1

Once the Clerk of Court's office scans a new document with a Case or Suit number that your have signed up to receive a notification on, your will receive an E-Mail with the document information in it.



If you want to change your Password or any Account information, click on the Manage Your User Account Settings link on the Main page.

