

Instructions for using the Attorney Subscription Manager

The Attorney Subscription Manager allows attorneys to subscribe to a notification email service that will email attorneys and their staff within one hour of an event being added on any district court case where you are the attorney of record on the case. (You must be designated as the attorney of record in the Odyssey system in order for this notification service to work. If you are not designated as the attorney of record in Odyssey and should be, contact the clerk of court in that county to get the Odyssey system updated.)

Once setup, you could receive one email per hour that will include all of the newly added case events of your choosing on all of your cases. If no new events were added on any cases, you would not receive an email that hour.

To subscribe to this service, log into this website: <http://subscribe.ndcourts.gov/>

You should be presented with a screen similar to the one below.



Click on "Case Events".

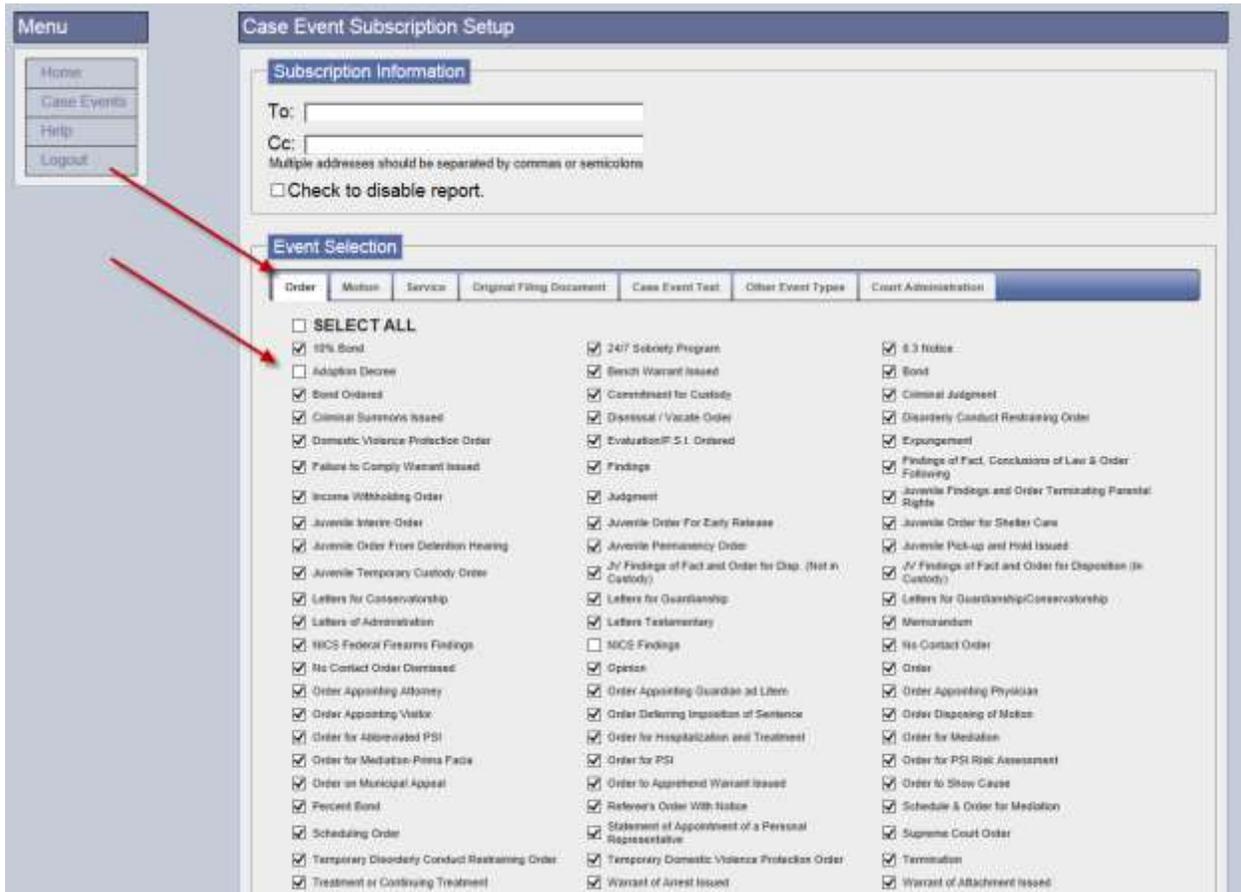


You will be presented with the login screen below. Use your Court provided User Name and Password that you normally use today to view cases and case documents on the Odyssey Secure Public Access system.

Click on “Log In” after entering your user name and password.



Once you are successfully logged in, you will be presented with the Case Event Subscription Setup page shown below. Under the Event Selection area, there are several tabs that you can click on with each tab having several Odyssey case events to choose from. Select all of the case events that you want to be notified on. You can either select them individually or use the “Select All”, to choose all of them. Be sure to look through each tab – Order, Motion, Service, etc. and choose all of the Odyssey case events you want to be notified on under each tab.



Enter the email addresses you want to receive the emails. Separate multiple email addresses with either commas (,) or semi-colons (;). Do not use other characters to separate the emails.

Menu

- Home
- Case Events
- Help
- Logout

Case Event Subscription Setup

Subscription Information

To:

Cc:

Multiple addresses should be separated by commas or semicolons

Check to disable report.

Event Selection

Order	Motion	Service	Original Filing Document	Case Event Text	Other Event Types	Court Administration
<input type="checkbox"/> SELECT ALL						
<input checked="" type="checkbox"/> 10% Bond	<input checked="" type="checkbox"/> 24/7 Sobriety Program	<input checked="" type="checkbox"/> 8.3 Notice				
<input type="checkbox"/> Adoption Decree	<input checked="" type="checkbox"/> Bench Warrant Issued	<input checked="" type="checkbox"/> Bond				
<input checked="" type="checkbox"/> Bond Ordered	<input checked="" type="checkbox"/> Commitment to Custody	<input checked="" type="checkbox"/> Criminal Judgment				
<input checked="" type="checkbox"/> Criminal Summons Issued	<input checked="" type="checkbox"/> Disposal / Vacate Order	<input checked="" type="checkbox"/> Disorderly Conduct Restraining Order				
<input checked="" type="checkbox"/> Domestic Violence Protection Order	<input checked="" type="checkbox"/> Evaluation (P.S.I. Ordered)	<input checked="" type="checkbox"/> Expungement				
<input checked="" type="checkbox"/> Failure to Comply Warrant Issued	<input checked="" type="checkbox"/> Findings	<input checked="" type="checkbox"/> Findings of Fact, Conclusions of Law & Order Following				
<input checked="" type="checkbox"/> Income Withholding Order	<input checked="" type="checkbox"/> Judgment	<input checked="" type="checkbox"/> Juvenile Findings and Order Terminating Parental Rights				
<input checked="" type="checkbox"/> Juvenile Interim Order	<input checked="" type="checkbox"/> Juvenile Order For Early Release	<input checked="" type="checkbox"/> Juvenile Order for Shelter Care				
<input checked="" type="checkbox"/> Juvenile Order From Detention Hearing	<input checked="" type="checkbox"/> Juvenile Permanency Order	<input checked="" type="checkbox"/> Juvenile Pick-up and Hold Issued				
<input checked="" type="checkbox"/> Juvenile Temporary Custody Order	<input checked="" type="checkbox"/> J/ Findings of Fact and Order for Disp. (Not in Custody)	<input checked="" type="checkbox"/> J/ Findings of Fact and Order for Disposition (in Custody)				
<input checked="" type="checkbox"/> Letters for Conservatorship	<input checked="" type="checkbox"/> Letters for Guardianship	<input checked="" type="checkbox"/> Letters for Guardianship/Conservatorship				
<input checked="" type="checkbox"/> Letters of Administration	<input checked="" type="checkbox"/> Letters Testamentary	<input checked="" type="checkbox"/> Memorandum				
<input checked="" type="checkbox"/> WCS Federal Firearms Findings	<input type="checkbox"/> MCE Findings	<input checked="" type="checkbox"/> No Contact Order				
<input checked="" type="checkbox"/> No Contact Order Dissolved	<input checked="" type="checkbox"/> Opinion	<input checked="" type="checkbox"/> Order				
<input checked="" type="checkbox"/> Order Appointing Attorney	<input checked="" type="checkbox"/> Order Appointing Guardian ad Litem	<input checked="" type="checkbox"/> Order Appointing Physician				
<input checked="" type="checkbox"/> Order Appointing Visitor	<input checked="" type="checkbox"/> Order Deferring Imposition of Sentence	<input checked="" type="checkbox"/> Order Disposing of Notice				
<input checked="" type="checkbox"/> Order for Abbreviated PSI	<input checked="" type="checkbox"/> Order for Hospitalization and Treatment	<input checked="" type="checkbox"/> Order for Mediation				
<input checked="" type="checkbox"/> Order for Mediation-Peers Panel	<input checked="" type="checkbox"/> Order for PSI	<input checked="" type="checkbox"/> Order for PSI Risk Assessment				
<input checked="" type="checkbox"/> Order on Municipal Appeal	<input checked="" type="checkbox"/> Order to Apprehend Warrant Issued	<input checked="" type="checkbox"/> Order to Show Cause				
<input checked="" type="checkbox"/> Percent Bond	<input checked="" type="checkbox"/> Referee's Order With Notice	<input checked="" type="checkbox"/> Schedule & Order for Mediation				
<input checked="" type="checkbox"/> Scheduling Order	<input checked="" type="checkbox"/> Statement of Appointment of a Personal Representative	<input checked="" type="checkbox"/> Supreme Court Order				
<input checked="" type="checkbox"/> Temporary Disorderly Conduct Restraining Order	<input checked="" type="checkbox"/> Temporary Domestic Violence Protection Order	<input checked="" type="checkbox"/> Termination				
<input checked="" type="checkbox"/> Treatment or Continuing Treatment	<input checked="" type="checkbox"/> Warrant of Arrest Issued	<input checked="" type="checkbox"/> Warrant of Attachment Issued				

Lastly, click on the “Save” button to save your subscription. If you find that you have chosen too many events or too few, you can always log back into the website to modify your subscription at a later time.

Case Events
Help
Logout

To: _____
Cc: _____
Multiple addresses should be separated by commas or semicolons
 Check to disable report.

Event Selection

Order	Motion	Service	Original Filing Document	Case Event Text	Other Event Types	Court Administration
<input type="checkbox"/> SELECT ALL						
<input checked="" type="checkbox"/> 10% Bond	<input type="checkbox"/> Adoption Decree	<input checked="" type="checkbox"/> Bond Ordered	<input checked="" type="checkbox"/> Criminal Summons Issued	<input checked="" type="checkbox"/> Domestic Violence Protection Order	<input checked="" type="checkbox"/> Failure to Comply Warrant Issued	<input checked="" type="checkbox"/> Income Withholding Order
<input checked="" type="checkbox"/> Juvenile Intermittent Order	<input checked="" type="checkbox"/> Juvenile Order From Detention Hearing	<input checked="" type="checkbox"/> Juvenile Temporary Custody Order	<input checked="" type="checkbox"/> Letters for Conservatorship	<input checked="" type="checkbox"/> Letters of Administration	<input checked="" type="checkbox"/> NICS Federal Firearms Findings	<input checked="" type="checkbox"/> No Contact Order Dismissed
<input checked="" type="checkbox"/> Order Appointing Attorney	<input checked="" type="checkbox"/> Order Appointing Visitor	<input checked="" type="checkbox"/> Order for Abbreviated PSI	<input checked="" type="checkbox"/> Order for Mediation-Private Facis	<input checked="" type="checkbox"/> Order on Municipal Appeal	<input checked="" type="checkbox"/> Percent Bond	<input checked="" type="checkbox"/> Scheduling Order
<input checked="" type="checkbox"/> Temporary Disorderly Conduct Restraining Order	<input checked="" type="checkbox"/> Treatment or Continuing Treatment	<input checked="" type="checkbox"/> Warrant of Commitment Issued	<input checked="" type="checkbox"/> 24/7 Sobriety Program	<input checked="" type="checkbox"/> Bench Warrant Issued	<input checked="" type="checkbox"/> Commitment for Custody	<input checked="" type="checkbox"/> Dismissal / Vacate Order
<input checked="" type="checkbox"/> Evaluation/PSI Ordered	<input checked="" type="checkbox"/> Findings	<input checked="" type="checkbox"/> Judgment	<input checked="" type="checkbox"/> Juvenile Order For Early Release	<input checked="" type="checkbox"/> Juvenile Permanency Order	<input checked="" type="checkbox"/> JV Findings of Fact and Order for Disp. (Not in Custody)	<input checked="" type="checkbox"/> Letters for Guardianship
<input checked="" type="checkbox"/> Letters Testamentary	<input type="checkbox"/> NICS Findings	<input checked="" type="checkbox"/> Opinion	<input checked="" type="checkbox"/> Order Appointing Guardian ad Litem	<input checked="" type="checkbox"/> Order Deferring Imposition of Sentence	<input checked="" type="checkbox"/> Order for Hospitalization and Treatment	<input checked="" type="checkbox"/> Order for PSI
<input checked="" type="checkbox"/> Order for Apprehend Warrant Issued	<input checked="" type="checkbox"/> Referee's Order With Notice	<input checked="" type="checkbox"/> Statement of Appointment of a Personal Representative	<input checked="" type="checkbox"/> Temporary Domestic Violence Protection Order	<input checked="" type="checkbox"/> Warrant of Arrest Issued	<input checked="" type="checkbox"/> 9.3 Notice	<input checked="" type="checkbox"/> Bond
<input checked="" type="checkbox"/> Criminal Judgment	<input checked="" type="checkbox"/> Disorderly Conduct Restraining Order	<input checked="" type="checkbox"/> Expungement	<input checked="" type="checkbox"/> Findings of Fact, Conclusions of Law & Order Following	<input checked="" type="checkbox"/> Juvenile Findings and Order Terminating Parental Rights	<input checked="" type="checkbox"/> Juvenile Order for Shelter Care	<input checked="" type="checkbox"/> Juvenile Pick-up and Hold Issued
<input checked="" type="checkbox"/> JV Findings of Fact and Order for Disposition (In Custody)	<input checked="" type="checkbox"/> Letters for Guardianship/Conservatorship	<input checked="" type="checkbox"/> Memorandum	<input checked="" type="checkbox"/> No Contact Order	<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Order Appointing Physician	<input checked="" type="checkbox"/> Order Disposing of Motion
<input checked="" type="checkbox"/> Order for Mediation	<input checked="" type="checkbox"/> Order for PSI Risk Assessment	<input checked="" type="checkbox"/> Order to Show Cause	<input checked="" type="checkbox"/> Schedule & Order for Mediation	<input checked="" type="checkbox"/> Supreme Court Order	<input checked="" type="checkbox"/> Termination	<input checked="" type="checkbox"/> Warrant of Attachment Issued



Below is an example of what the email will look like. (The confidential information has been removed from this email example.) When you receive the email, you can click on the "Secure PA" link at the bottom of the email and log into the Odyssey Secure Public Access system to view the documents that are associated with the case event changes.

From: No-Reply@ndcourts.gov
Sent: Tuesday, February 04, 2014 10:05 AM
To: awoffice@gmail.com
Subject: Notification of Documents Filed

18-2013-CR

State of North Dakota vs
Misdemeanor

Report

Completion 16 hour DUI Seminar
9:01 AM

18-2014-MH

Mental Health vs.

Petition for Involuntary Commitment

9:12 AM

Order Appointing Attorney

9:12 AM

Notice of Procedures And Rights

9:12 AM

Notice of Hearing

Notice of Preliminary Hearing and Treatment Hearing

9:12 AM

Order

Authority for Transportation

9:12 AM

Service Document

Certificate of Service

9:17 AM

You are receiving this email because you have elected to be notified when new documents are attached to your case(s).
If you would like to modify your subscription please [click here](#) or if you have received this email in error, please contact the Help Desk at 701-328-4218.
To view these documents please login to [Secure PA](#).

Disclaimers:

This notification service replaces the emailed reports attorneys are currently receiving today. These reports will be discontinued after June 15, 2014. Please subscribe to this notification service before that date.

This website is still under construction. Additional changes and updates will be added to this service at a later time that will provide additional information that you can subscribe to and receive.

Please contact the North Dakota Court's Helpdesk if you need any assistance with this notification service or its sign up procedures at 701-328-4218.