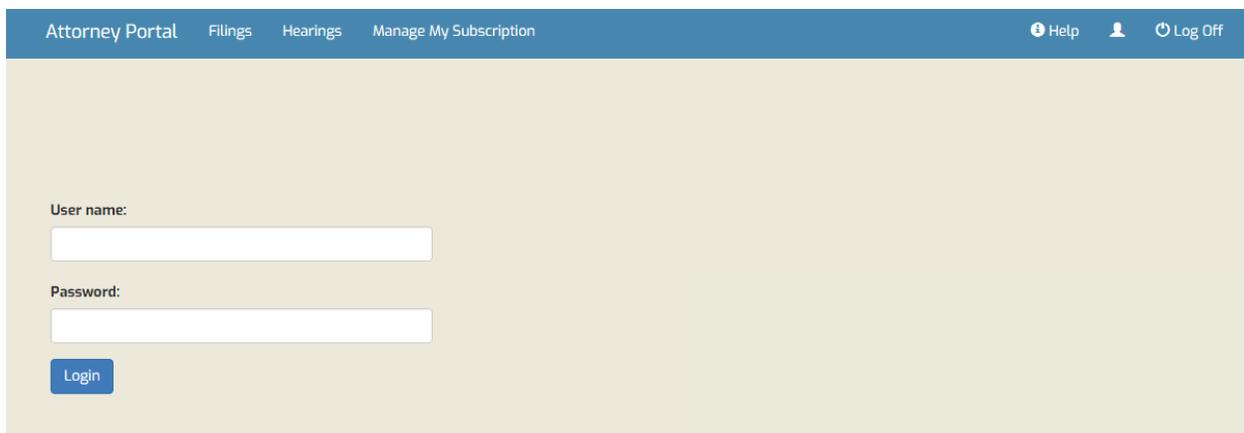


## Instructions for using the Attorney Subscription Manager

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. 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 "Login" after entering your user name and password



The screenshot shows a web interface with a blue header bar. The header contains navigation links: "Attorney Portal", "Filings", "Hearings", and "Manage My Subscription". On the right side of the header, there are icons for "Help", a user profile, and "Log Off". Below the header is a light beige background with a login form. The form includes a "User name:" label followed by a white input field, a "Password:" label followed by a white input field, and a blue "Login" button.

Click on “Manage My Subscription” at the top if you don’t see the below screen.

Attorney Portal Filings Hearings **Manage My Subscription** Help Test User Log Off

Manage My Subscription

To address(s):

CC address(s):

Check to disable email notifications.

Order Motion Service Original Filing Document Case Event Text Other Event Types Court Administration

Order

**SELECT ALL**

- 10% Bond
- Adoption Decree
- Bond Ordered
- Criminal Order to Show Cause
- Disorderly Conduct Restraining Order
- Evaluation/P.S.I. Ordered
- Findings
- Judgment
- Juvenile Order For Early Release
- Juvenile Permanency Order
- JV Findings of Fact and Order for...
- Letters for Guardianship
- Letters Testamentary
- NICS Findings
- Notice of Suspension to Game & Fish
- Order Appointing Attorney
- Order Appointing Visitor
- Order Following Preliminary Hearing
- Order for Mediation-Prima Facia
- Order For Treatment
- Order to Apprehend Warrant Issued
- 24/7 Sobriety Program
- Bench Warrant Issued
- Commitment for Custody
- Criminal Summons Issued
- Domestic Violence Protection Order
- Expungement
- Findings of Fact, Conclusions of Law...
- Juvenile Findings and Order...
- Juvenile Order for Shelter Care
- Juvenile Pick-up and Hold Issued
- JV Findings of Fact and Order for...
- Letters for Guardianship/Conservatorship
- Memorandum
- No Contact Order
- Opinion
- Order Appointing Guardian ad Litem
- Order Deferring Imposition of Sentence
- Order for Abbreviated PSI
- Order for PSI
- Order of Review by District Judge
- Order to Show Cause
- 8.3 Notice
- Bond
- Criminal Judgment
- Dismissal / Vacate Order
- Evaluation
- Failure to Comply Warrant Issued
- Income Withholding Order
- Juvenile Interim Order
- Juvenile Order From Detention Hearing
- Juvenile Temporary Custody Order
- Letters for Conservatorship
- Letters of Administration
- NICS Federal Firearms Findings
- No Contact Order Dismissed
- Order
- Order Appointing Physician
- Order Disposing of Motion
- Order for Mediation
- Order for PSI Risk Assessment
- Order on Municipal Appeal
- Percent Bond

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.

Attorney Portal Filings Hearings Manage My Subscription Help Test User Log Off

### Manage My Subscription

To address(s):

CC address(s):

Check to disable email notifications.

### Order

SELECT ALL

<input checked="" type="checkbox"/> 10% Bond	<input checked="" type="checkbox"/> 24/7 Sobriety Program	<input checked="" type="checkbox"/> 8.3 Notice
<input checked="" 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 for Custody	<input checked="" type="checkbox"/> Criminal Judgment
<input checked="" type="checkbox"/> Criminal Order to Show Cause	<input checked="" type="checkbox"/> Criminal Summons Issued	<input checked="" type="checkbox"/> Dismissal / Vacate Order
<input checked="" type="checkbox"/> Disorderly Conduct Restraining Order	<input checked="" type="checkbox"/> Domestic Violence Protection Order	<input checked="" type="checkbox"/> Evaluation
<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...	<input checked="" type="checkbox"/> Income Withholding Order
<input checked="" type="checkbox"/> Judgment	<input checked="" type="checkbox"/> Juvenile Findings and Order...	<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"/> JV Findings of Fact and Order for...	<input checked="" type="checkbox"/> JV Findings of Fact and Order for...	<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"/> NICS Federal Firearms Findings
<input checked="" type="checkbox"/> NICS Findings	<input checked="" type="checkbox"/> No Contact Order	<input checked="" type="checkbox"/> No Contact Order Dismissed
<input checked="" type="checkbox"/> Notice of Suspension to Game & Fish	<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 Motion
<input checked="" type="checkbox"/> Order Following Preliminary Hearing	<input checked="" type="checkbox"/> Order for Abbreviated PSI	<input checked="" type="checkbox"/> Order for Mediation
<input checked="" type="checkbox"/> Order for Mediation-Prima Facie	<input checked="" type="checkbox"/> Order for PSI	<input checked="" type="checkbox"/> Order for PSI Risk Assessment
<input checked="" type="checkbox"/> Order For Treatment	<input checked="" type="checkbox"/> Order of Review by District Judge	<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

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.

Attorney Portal Filings Hearings Manage My Subscription Help Test User Log Off

### Manage My Subscription

To address(s):

CC address(s):

Check to disable email notifications.

Order Motion Service Original Filing Document Case Event Text Other Event Types Court Administration

### Order

SELECT ALL

<input checked="" type="checkbox"/> 10% Bond	<input checked="" type="checkbox"/> 24/7 Sobriety Program	<input checked="" type="checkbox"/> 8.3 Notice
<input checked="" 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 for Custody	<input checked="" type="checkbox"/> Criminal Judgment
<input checked="" type="checkbox"/> Criminal Order to Show Cause	<input checked="" type="checkbox"/> Criminal Summons Issued	<input checked="" type="checkbox"/> Dismissal / Vacate Order
<input checked="" type="checkbox"/> Disorderly Conduct Restraining Order	<input checked="" type="checkbox"/> Domestic Violence Protection Order	<input checked="" type="checkbox"/> Evaluation
<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...	<input checked="" type="checkbox"/> Income Withholding Order
<input checked="" type="checkbox"/> Judgment	<input checked="" type="checkbox"/> Juvenile Findings and Order...	<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"/> JV Findings of Fact and Order for...	<input checked="" type="checkbox"/> JV Findings of Fact and Order for...	<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"/> NICS Federal Firearms Findings
<input checked="" type="checkbox"/> NICS Findings	<input checked="" type="checkbox"/> No Contact Order	<input checked="" type="checkbox"/> No Contact Order Dismissed
<input checked="" type="checkbox"/> Notice of Suspension to Game & Fish	<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 Motion
<input checked="" type="checkbox"/> Order Following Preliminary Hearing	<input checked="" type="checkbox"/> Order for Abbreviated PSI	<input checked="" type="checkbox"/> Order for Mediation
<input checked="" type="checkbox"/> Order for Mediation-Prima Facia	<input checked="" type="checkbox"/> Order for PSI	<input checked="" type="checkbox"/> Order for PSI Risk Assessment
<input checked="" type="checkbox"/> Order For Treatment	<input checked="" type="checkbox"/> Order of Review by District Judge	<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...	<input checked="" type="checkbox"/> Supreme Court Order	<input checked="" type="checkbox"/> Temporary Disorderly Conduct...
<input checked="" type="checkbox"/> Temporary Domestic Violence...	<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	<input checked="" type="checkbox"/> Warrant of Commitment Issued

Below is an example of what the email will look like. (The confidential information has been removed from this email example.)

**From:** [No-Reply@ndcourts.gov](mailto:No-Reply@ndcourts.gov) [mailto:[No-Reply@ndcourts.gov](mailto:No-Reply@ndcourts.gov)]  
**Sent:** Friday, February 23, 2018 5:06 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Notification of Documents Filed

NOTE: System enhancements were recently incorporated into the Attorney Subscription System which allow attorneys to obtain additional case information quickly and efficiently from the case hyperlinks in this email. To view a help document on how to take advantage of these enhancements, [click here](#). Clicking on any of the following case or document hyperlinks below will take you directly into the system or navigating your web browser to <https://subscribe.ndcourts.gov> will allow you to view all of the documents on your cases. You will need to enter your Secure PA User-Id and Password.

Also note, you will need to be the attorney of record on these cases in order to access them in this system. If you are not the attorney of record you can continue to access these documents via the Secure PA website.

**27-2015-CV-00084**  
McFall, Inc. vs. MDU Resources Group, Inc.  
Other Civil  
McKenzie County

**Stipulation / Agreement Doc ID# 27**  
Stipulation for Dismissal with Prejudice  
4:19:40 PM

**Proposed Order Doc ID# 28**  
Order for Judgment  
4:19:41 PM

**Proposed Judgment Doc ID# 29**  
Judgment  
4:19:41 PM

**Service Document Doc ID# 30**  
Certificate of Electronic Service served on Mr. Asa Burck of Kaler Doeling, PLLP  
4:19:42 PM

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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 or email at [helpdesk@ndcourts.gov](mailto:helpdesk@ndcourts.gov).

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.