

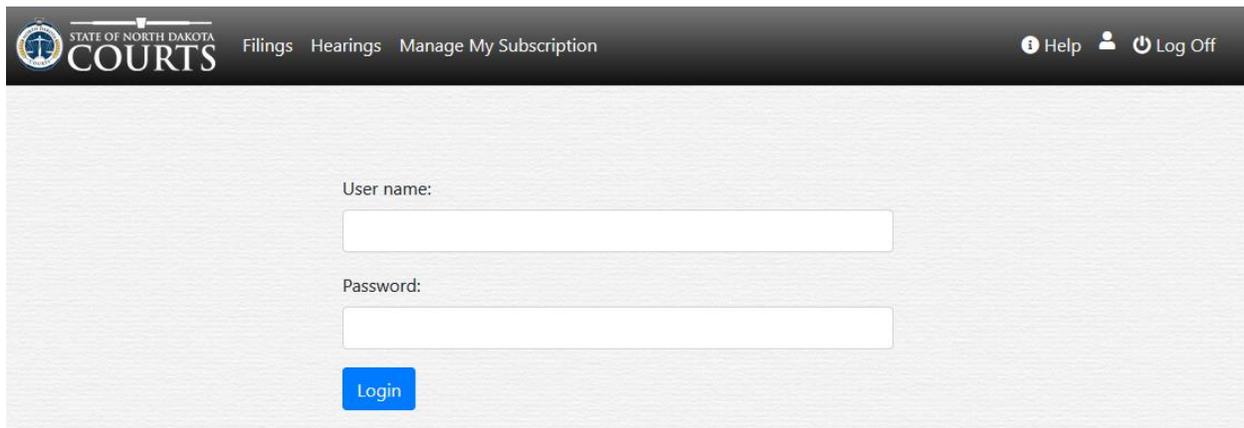
Subscribe Website Help Document

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 the login interface for the State of North Dakota Courts. At the top left is the state seal and the text "STATE OF NORTH DAKOTA COURTS". To the right are navigation links: "Filings", "Hearings", and "Manage My Subscription". Further right are icons for "Help", a user profile, and "Log Off". The main content area contains a login form with the following elements:

- A label "User name:" above a white text input field.
- A label "Password:" above a white text input field.
- A blue button labeled "Login" positioned below the password field.

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

STATE OF NORTH DAKOTA
COURTS

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

Manage My Subscription

To address(s): CC address(s):

Check to disable email notifications.

Use the checkboxes below to indicate which case events you **DO NOT** want to be notified for.

Order Motion Service Original Filing Document Case Event Text Court Administration

Order

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

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.

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 **DO NOT** want to be notified on. Be sure to look through each tab – Order, Motion, Service, etc. and choose all of the Odyssey case events you **DO NOT** want to be notified on under each tab.

Lastly, click on the “Save” button to save your subscription. You may need to scroll to see it depending on your screen size. 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.

<input checked="" type="checkbox"/> Letters Testamentary	<input type="checkbox"/> Memorandum	<input checked="" type="checkbox"/> NICS Federal Firearms Findings
<input checked="" type="checkbox"/> NICS Findings	<input type="checkbox"/> No Contact Order	<input checked="" type="checkbox"/> No Contact Order Dismissed
<input checked="" type="checkbox"/> Notice of Suspension to Game & Fish	<input type="checkbox"/> Opinion	<input checked="" type="checkbox"/> Order
<input type="checkbox"/> Order Appointing Attorney	<input checked="" type="checkbox"/> Order Appointing Guardian ad Litem	<input type="checkbox"/> Order Appointing Physician
<input type="checkbox"/> Order Appointing Visitor	<input checked="" type="checkbox"/> Order Deferring Imposition of Sentence	<input type="checkbox"/> Order Disposing of Motion
<input type="checkbox"/> Order Following Preliminary Hearing	<input checked="" type="checkbox"/> Order for Abbreviated PSI	<input type="checkbox"/> Order for Mediation
<input type="checkbox"/> Order for Mediation-Prima Facia	<input checked="" type="checkbox"/> Order for PSI	<input type="checkbox"/> Order for PSI Risk Assessment
<input type="checkbox"/> Order For Treatment	<input checked="" type="checkbox"/> Order of Review by District Judge	<input type="checkbox"/> Order on Municipal Appeal
<input checked="" type="checkbox"/> Order Prohibiting Contact	<input type="checkbox"/> Order to Apprehend Warrant Issued	<input type="checkbox"/> Order to Show Cause
<input type="checkbox"/> Percent Bond	<input type="checkbox"/> Referee's Order With Notice	<input type="checkbox"/> Schedule & Order for Mediation
<input type="checkbox"/> Scheduling Order	<input type="checkbox"/> Statement of Appointment of a...	<input type="checkbox"/> Supreme Court Order
<input type="checkbox"/> Temporary Disorderly Conduct...	<input type="checkbox"/> Temporary Domestic Violence...	<input type="checkbox"/> Termination
<input type="checkbox"/> Treatment or Continuing Treatment	<input type="checkbox"/> Warrant of Arrest Issued	<input type="checkbox"/> Warrant of Attachment Issued
<input type="checkbox"/> Warrant of Commitment Issued		



If you have any problems or comments on this site, feel free to contact the Supreme Court Help Desk during business hours [CST] at (701) 328-4218.

Below is an example of what the email will look like.



You are receiving this email because you have elected to be notified when new events are filed in 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.

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.