

NextGen Release 1.6 Free Look Confirmation Screen

A free look is provided to case participants when a new pleading or claim is filed. Some antivirus programs access links within emails to verify their safety; in some cases, this can use the free look that was intended for the case participant. In NextGen Release 1.6, changes have been made to the free look functionality to avoid this issue.

If users wish to enable the new confirmation option, they can login to CM/ECF and select **Utilities > Maintain Your ECF Account**, then select the **Email information** button and place a checkmark in the check box shown below:

Email information for John Marshall	
Primary email address	<input type="text"/> Edit primary email address
Secondary email address	<input type="text"/> Reenter secondary email address <input type="text"/>
<input type="checkbox"/> Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).	

If selected, the **Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs)** option inserts an additional confirmation screen when a link is clicked from a CM/ECF NEF email, to allow the user to confirm that the free look will be used. This prevents anti-virus software from using the free look when it checks the links in the email for viruses.

Notice: Confirm Free Look Use

This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge
To view the document and use the free look [click here](#)

If the new check box is not selected, the free look is used whenever the link is accessed, as it was in previous releases.