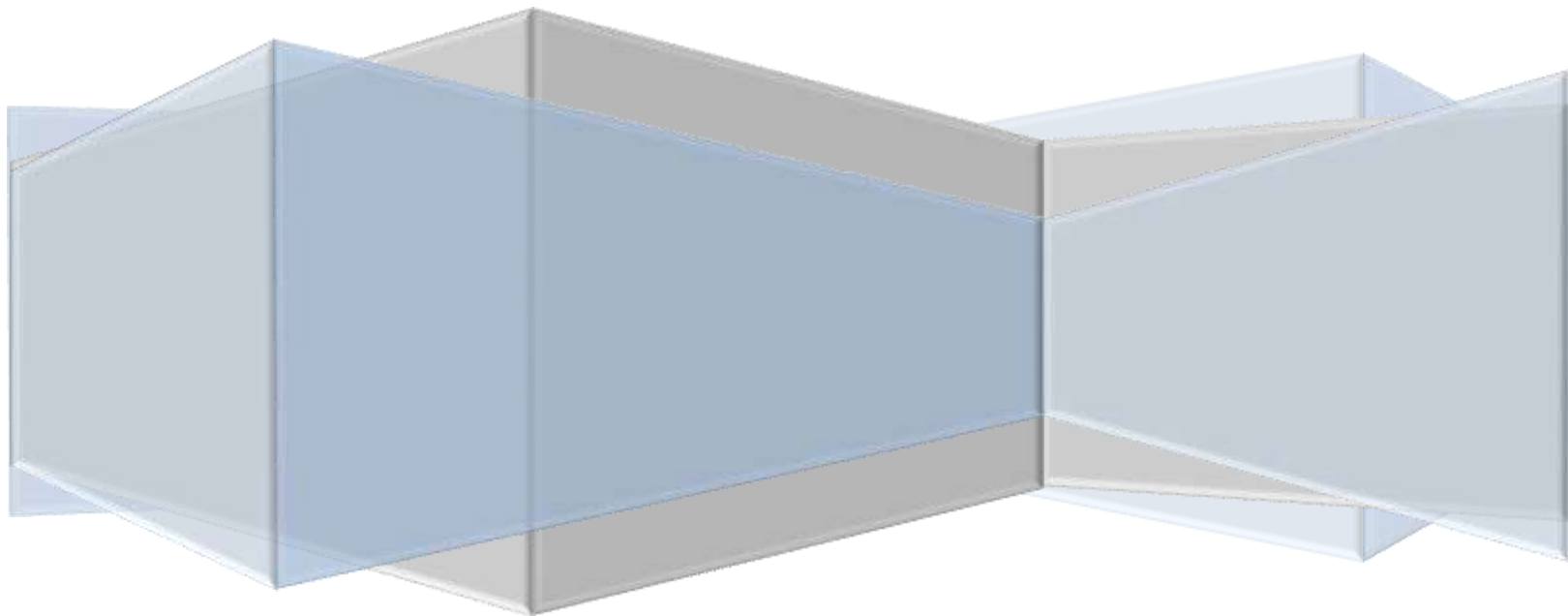**Nebraska State Court Administrator's Office**

Removing JUSTICE E-mails From Blocked Sender Lists

Microsoft Outlook 2010/2013

## Removing JUSTICE E-mails From Blocked Sender Lists

It is very important to be sure the firm's email system is accepting all emails from the nsc.justicebas@nebraska.gov address.

Sometimes, you need to check your **Junk E-mail** folder to make sure emails are not being filtered as a **Junk.** And also, the email address can be accidently put in a **blocked senders list**. If an email address is put in the **blocked sender list,** it is treated as **Junk.** To make sure that you are not blocking any authentic emails from JUSTICE, check the **blocked sender list** and remove all the known or authentic email addresses from the list, namely nsc.justicebas@nebraska.gov.

In General, all the incoming emails go to the **Inbox.** But, you can set up a rule to forward a specific email to a specific folder by using **Inbox Rule.**

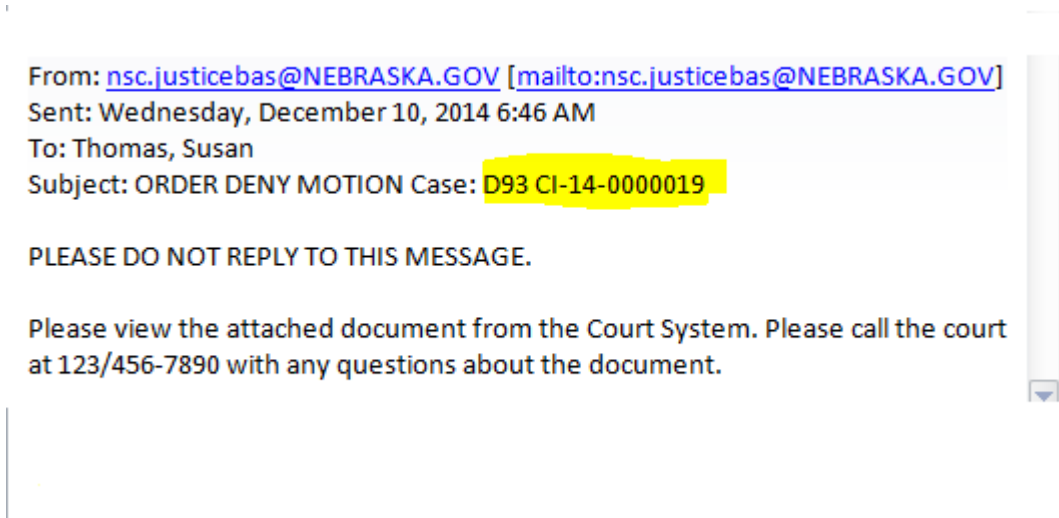Here are some screenshots showing the benefits of using **Inbox Rule.**

Illustration I
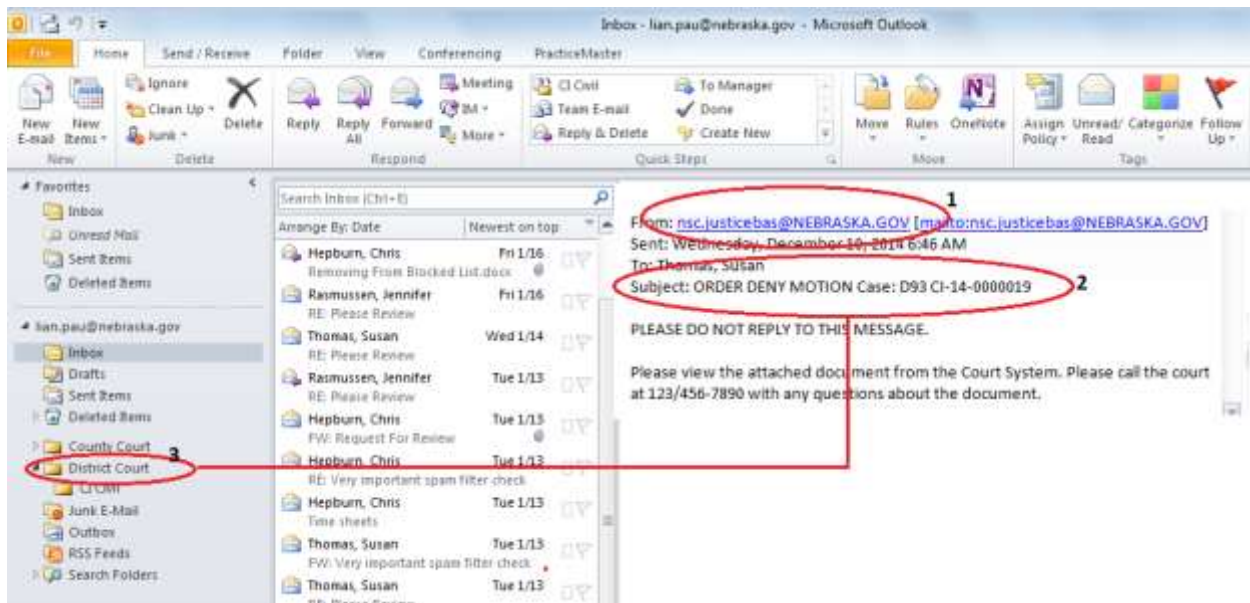
In the Illustration I, after setting up **an Inbox Rule,** the email from (1) **nsc.justicebas@NEBRASKA.GOV** is forwarded to a (3) **District Court** folder because there is (2) **D93 CI-14-0000019** in the subject line, where **D** means

District Court. (Note: make sure nsc.justticebas@NEBRASKA.GOV is not in the blocked sender list.)

Illustration II

From: nsc.justicebas@NEBRASKA.GOV [mailto:nsc.justicebas@NEBRASKA.GOV]
Sent: Wednesday, December 10, 2014 6:46 AM
To: Thomas, Susan
Subject: ORDER DENY MOTION Case: D93 CI-14-0000019

PLEASE DO NOT REPLY TO THIS MESSAGE.

Please view the attached document from the Court System. Please call the court at 123/456-7890 with any questions about the document.

As an example, Case Number **D93 CI-14-0000019,** each letter and digit has the following meaning;

- D – District Court or C – County Court
- 93- Two Digit Nebraska County Number (Range 01,02,03,........,93)
- CI- Civil (Case Type)
- 14- Two Digit Year (year case was filed)
- 0000019- Case Number Identifier Assigned

The district courts and the county numbers are from **D01** to **D93**. And there are (4) case type for the district courts. They are;

- **CI** – Civil (e.g. Dxx **CI**-xx-xxxxxxx)
- **CR** – Criminal (e.g. Dxx **CR**-xx-xxxxxxx)
- **JV** – Juvenile (e.g. Dxx **JV**-xx-xxxxxxx)
- **MS** – Miscellaneous (e.g. Dxx **MS**-xx-xxxxxxx)

Again, the county courts and the county numbers are from **C01** to **C93**. And, there are (7) case types. They are;

- **CI** – Civil (e.g. **C**xx **CI**-xx-xxxxxxx)
- **CR** – Criminal (e.g. **C**xx **CR**-xx-xxxxxxx)
- **TR** – Traffic (e.g. **C**xx **TR**-xx- xxxxxxx)
- **AD** – Adoption (e.g. **C**xx **AD**-xx- xxxxxxx)
- **JV** – Juvenile (e.g. **C**xx **JV**-xx- xxxxxxx)
- **SC** - Small Claims (e.g. **C**xx **SC**-xx- xxxxxxx)
- **PR** – Probate (e.g. **C**xx **PR**-xx- xxxxxxx)

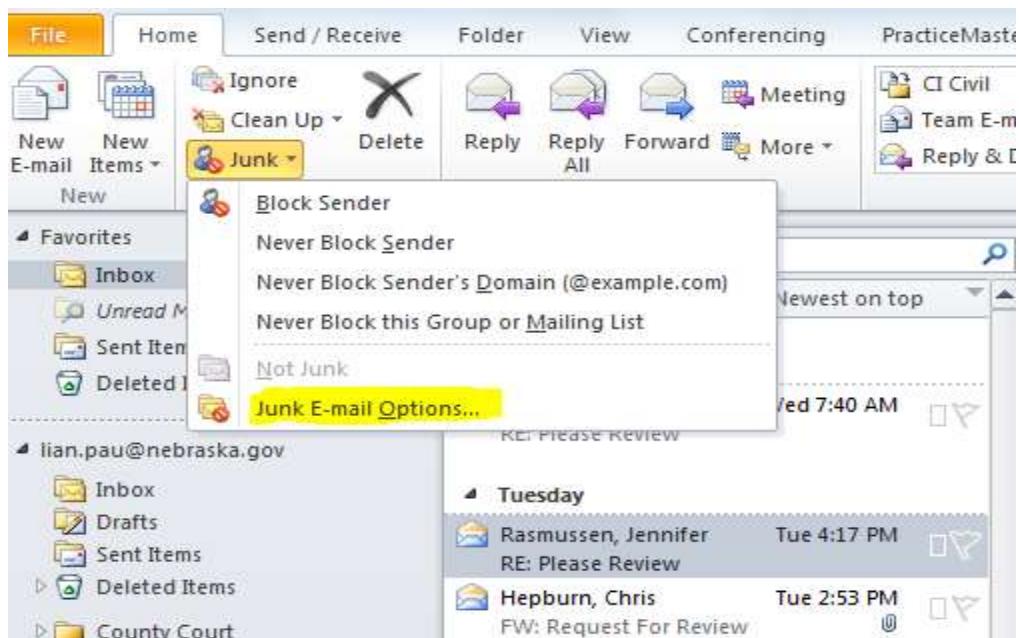To check and remove email addresses from a blocked list:

1. Click the **Home** tab in the Outlook if it is not already selected.
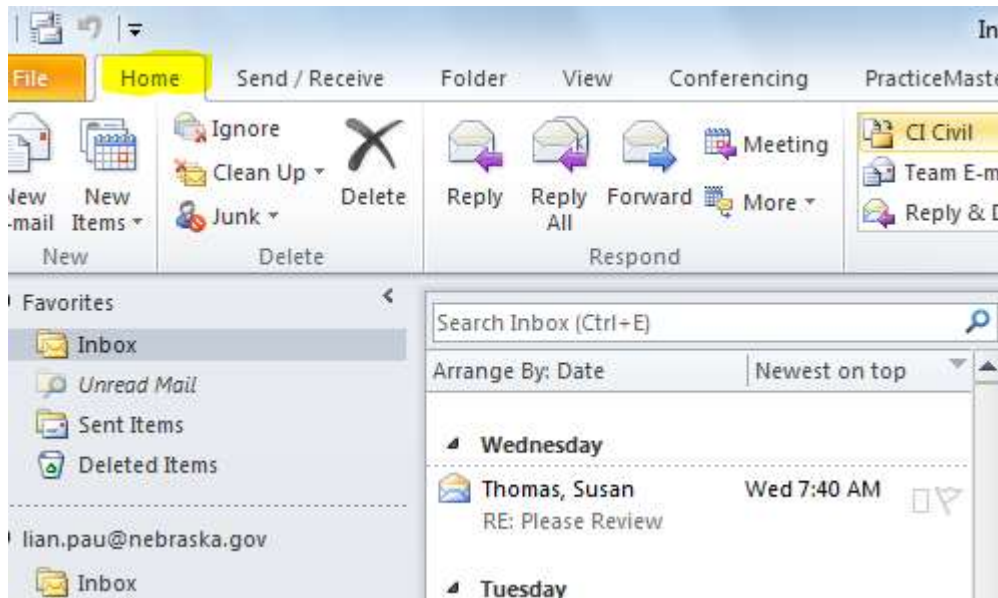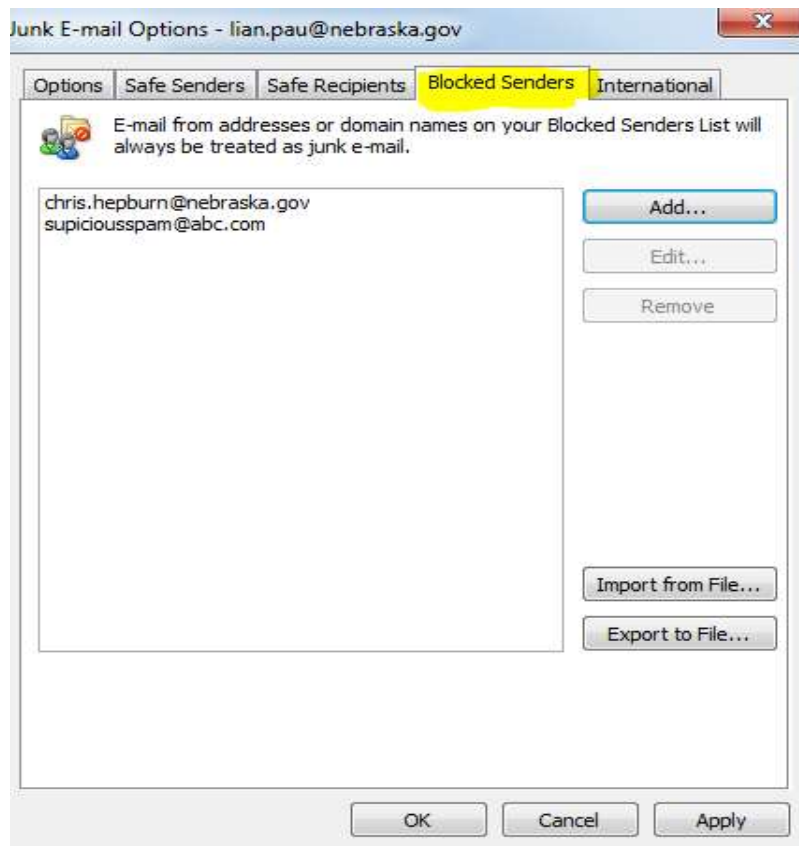
2. Click the **down arrow** button by **Junk.**
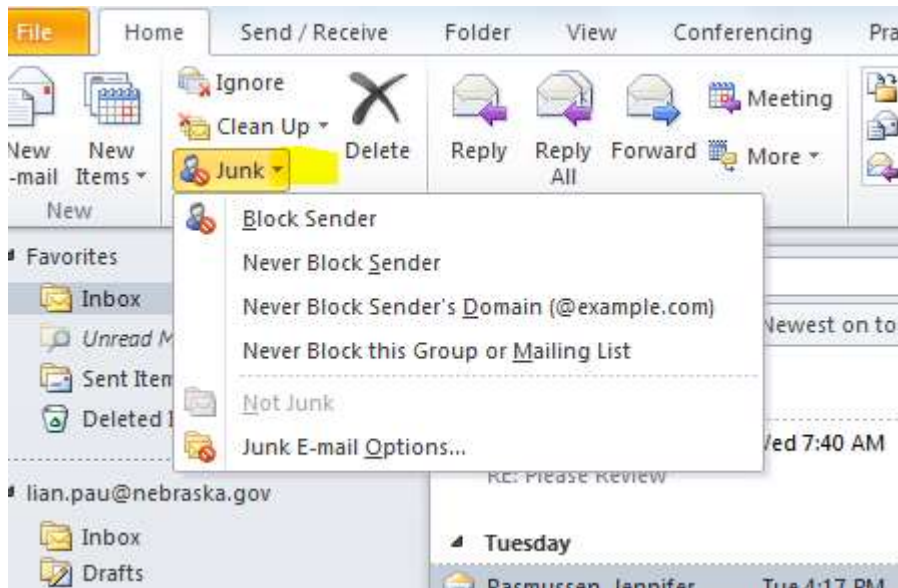
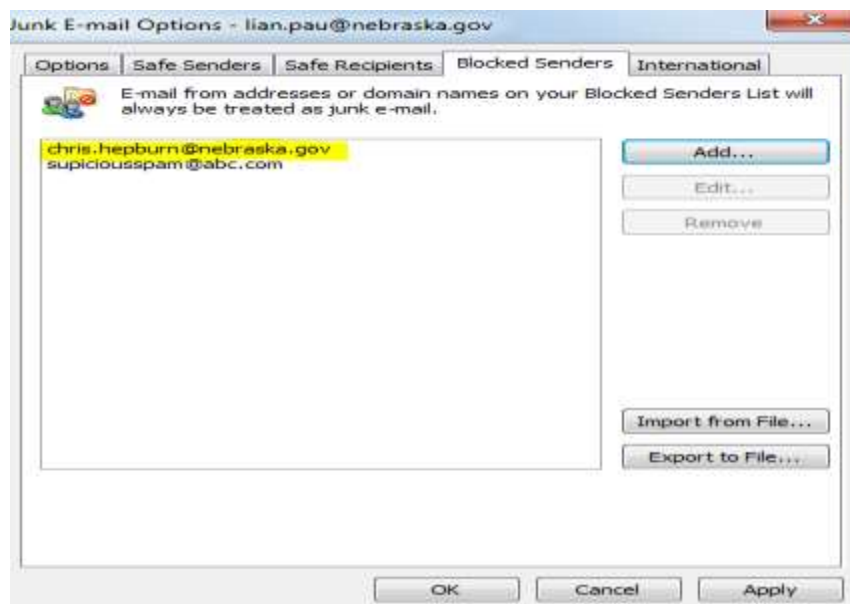3. Click the **Junk E-mail Options.**

4. Click the **Blocked Senders** tab. If there is/are email address(s) in the **Blocked Senders List**, you may not be receiving any email from those
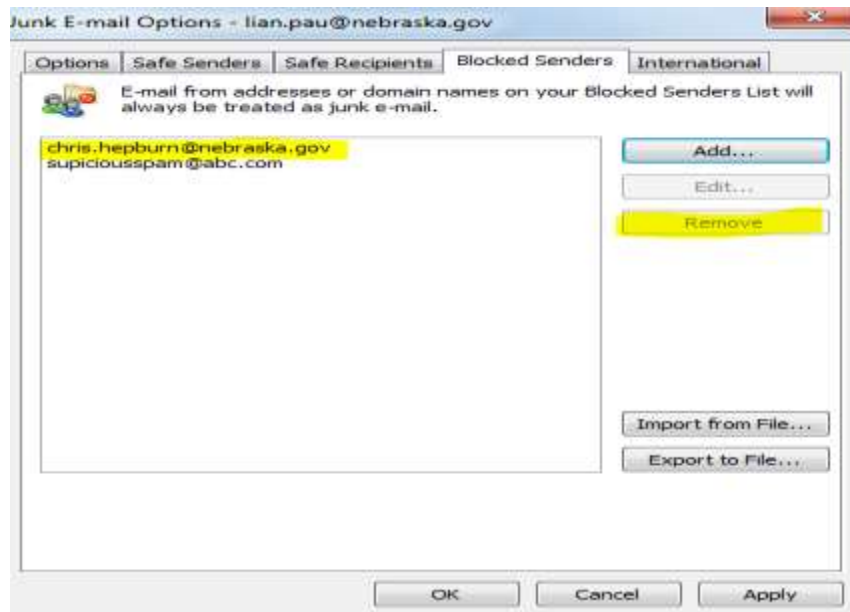
because they are treated as **junk e-mails.**

5. Click the email address that you want to remove from the blocked list. For instance, I am going to click **chris.hepburn@nebraska.gov** because I know this email address is authentic.

6. Now, the **Remove** button is activated. Then, click the **Remove** button to remove the selected email address from the blocked senders.

7. Click **Apply.** And then, click **OK** to close the **Junk E-mail Options** Windows.

P.S. In some situation, you still need to check the firms email blocked lists on the server itself. To do this, please contact your system administrator or IT department for help.