

















# CourtLink Alerts & Tracks: Share or Add a Recipient

Which is better: To add a colleague to an Alert or Track ... or to share the Alert or Track? The Lexis CourtLink® service offers both.

**Add** a recipient: Similar to a “cc;” i.e., recipient gets the Alert or Track and attachments but can’t change delivery options. Ideal for someone outside your organization or passive collaborators.

OR

**Share** with a recipient: Offers more flexibility. Recipients can view alongside their other Alerts and Tracks and change some settings. Great for in-organization colleagues and active collaborators.

Alert & Track Options	Added Recipient	Shared Recipient
View scheduled result <b>updates—and attachments</b>		
View result updates in <b>daily email summaries</b>		
View the Alert or Track on your <b>Alert or Track Management screens</b>		
Change delivery <b>type</b> , e.g., email & online		
Change <b>format</b> , e.g., PDF		
Change <b>frequency</b> , e.g., Business Daily		
<b>Pause</b> updates		
<b>End</b> updates		
<b>Owner</b> changes delivery settings	Settings change automatically	Only frequency, pauses and deleting affected

**Contact LexisNexis Customer Support:**  
800-543-6862

**Contact your Lexis CourtLink representative**  
Rep Name

Rep Email

Rep Phone no.

## To ADD a recipient to an Alert or Track:

1. Go to the **Deliver** tab of the Alert or Track set-up screen.  
(If you've already created the Alert or Track, select **More** or the three-dot icon at the top of most screens, then choose **Alerts**. Find your Alert and click the **Edit** icon.)
2. Under Delivery type, select **Email + Online**.
3. Enter the **recipient's email address**. Click **Add recipient**.
4. Click **Save**.

The screenshot shows the 'Litigant Alerts' window with the 'Deliver' tab selected. Under 'Delivery type', 'Email + Online' is selected. An input field contains 'first.last@emailaddress.com' with an 'Add recipient' button below it. The 'Added Recipients' list shows 'james.doe@doelaw.com' and 'fawn.smith@doelaw.com'. At the bottom, there is a 'Frequency' section, a 'Distribution is subject to Terms & Conditions' link, and 'Save' and 'Cancel' buttons.

## To SHARE an Alert or Track:

1. Go to the **Share** tab of the Alert or Track set-up screen.  
(If you've already created the Alert or Track, select **More** or the three-dot icon at the top of most screens, then choose **Alerts**. Find your Alert and click the **Edit** icon.)
2. Enter the recipient's **first and last name** (if they are from **your organization**). Or enter the recipient's email address (if they are outside your organization). Click **Add to share**. Note: The recipient may be asked to accept the share request. The request will show as pending until they accept.
3. (Optional) Add a note to the recipient.
4. Click **Save**.

The screenshot shows the 'Litigant Alerts' window with the 'Share' tab selected. An input field contains 'james.doe@doe.law.com' with an 'Add to Share' button. The 'Added Contacts' list shows 'Smith, Emily'. Below is a 'Note' field with a '1,000 characters remaining' indicator. At the bottom, there is a 'Distribution is subject to Terms & Conditions' link and 'Save' and 'Cancel' buttons.