Cases Report

For Trustees and Attorneys

This lesson describes the Cases Report and how it can be generated. The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

STEP 1 Click on the Reports hyperlink on the CM/ECF Main Menu **(See Figure 1.)**

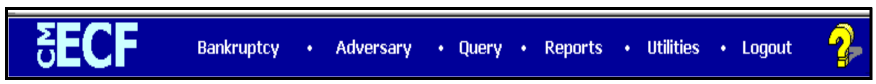


Figure 1

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated **(See Figure 2.)**

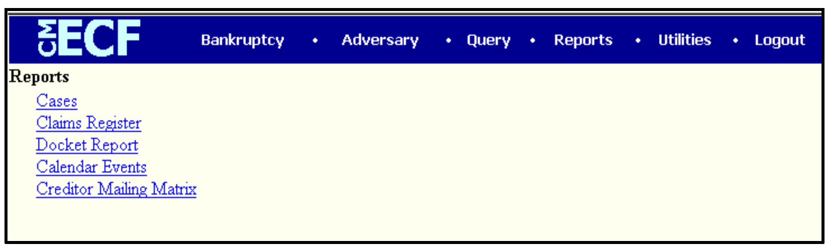


Figure 2

- Click on the Cases hyperlink.

STEP 3 The **PACER LOGIN** screen displays **(See Figure 3)**.

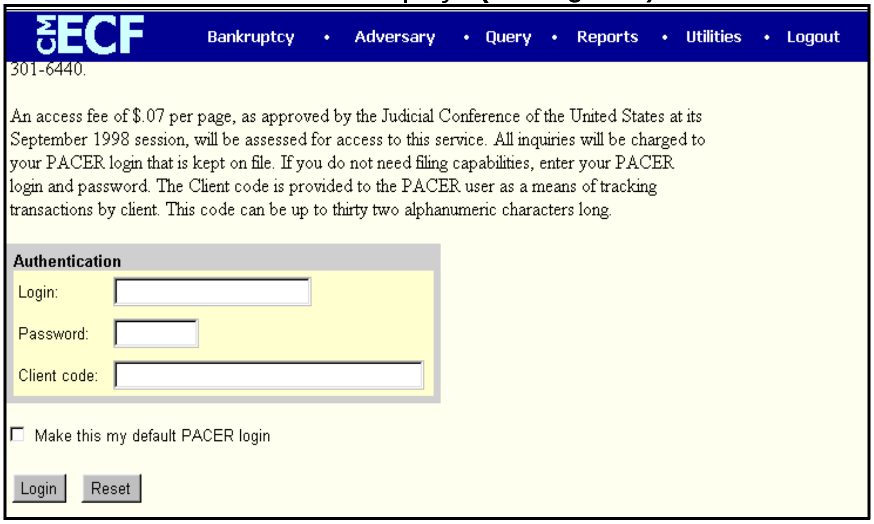


Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).

- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. **(See Figure 4.)**

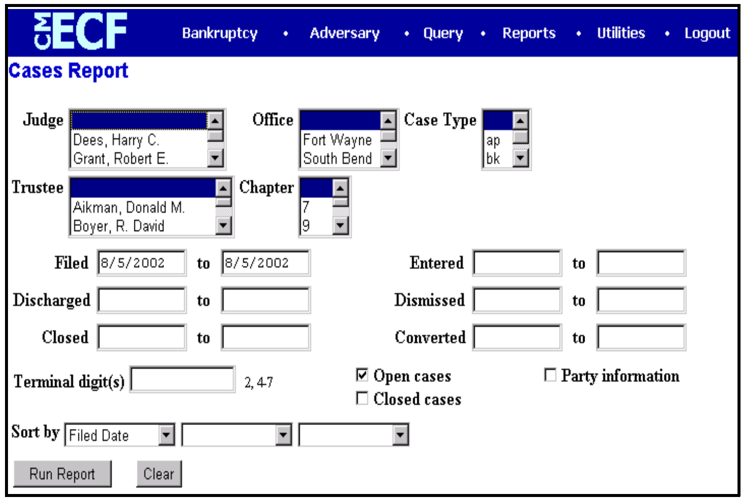


Figure 4

- The following fields are available for selecting/entering criteria for generating the Cases Report:

  - **Judge** - Allows you to specify the judge whose cases you want to be included on the report.

  - **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.

  - **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy The default is all cases.

  - **Chapter** – Cases can be selected by Chapter **7**, **9**, **11**, **12**, **13**, or **304**. The default is all chapters.

  - **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed**, **Entered**, **Discharged**, **Dismissed**, **Closed**, or **Converted**. The default is Filed Date.

  - **From/to** – Enter a beginning and/or ending date. The default is the current date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.

- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.

- **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no Closed cases.

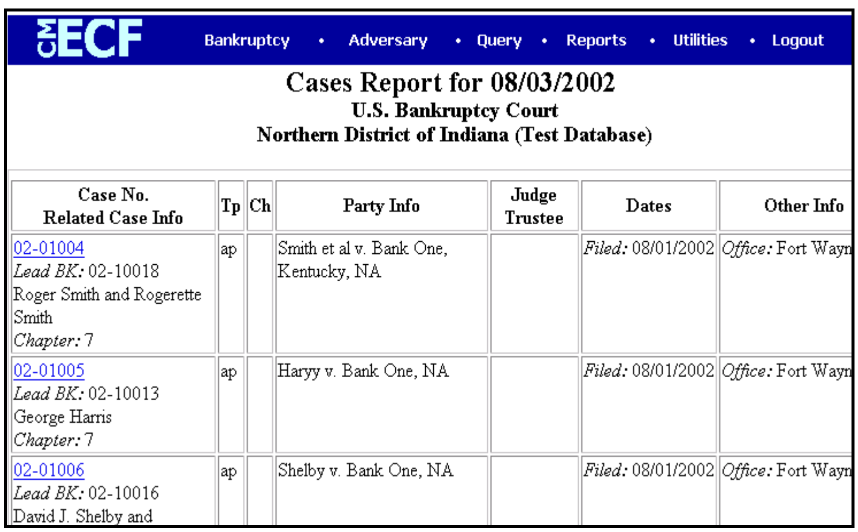
- **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).

- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, or **Office**. The default is Filed Date.

◆ The **[Clear]** button will reset all fields to their default values.

◆ After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **CASES REPORT** displays next. **(See Figure 5a.)**



Cases Report for 08/03/2002
U.S. Bankruptcy Court
Northern District of Indiana (Test Database)

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
02-01004 *Lead BK:* 02-10018 Roger Smith and Rogerette Smith *Chapter:* 7	ap		Smith et al v. Bank One, Kentucky, NA		*Filed:* 08/01/2002	*Office:* Fort Wayn
02-01005 *Lead BK:* 02-10013 George Harris *Chapter:* 7	ap		Haryy v. Bank One, NA		*Filed:* 08/01/2002	*Office:* Fort Wayn
02-01006 *Lead BK:* 02-10016 David J. Shelby and	ap		Shelby v. Bank One, NA		*Filed:* 08/01/2002	*Office:* Fort Wayn

Figure 5a

All reports can be printed by clicking on the browser's Print button.

- The following information will be displayed on the Cases Report:

  - **Case No./Related Case Info** – Displays the assigned case number, chapter, and debtor. Clicking on the case number hyperlink will allow you to generate a Docket Report.

    If the Case Type is an Adversary Proceeding **(ap)**, the "Lead" case number appears beneath the adversary case number hyperlink.

  - **Tp** (Type Proceeding) – Displays either **ap** or **bk**.

  - **Ch** (Chapter) – Displays either **7**, **9**, **11**, **12**, **13**, or **304**.

  - **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.

- **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.

- **Dates** – Date information will include the dates the proceedings were either **Filed**, **Converted**, **Dismissed**, **Discharged**, **Closed**, or **Entered**.

- **Other Info** – Other information may include the divisional office, asset designation, and fee status.

◆ A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages.

◆ Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report. **(See Figure 5c.)**

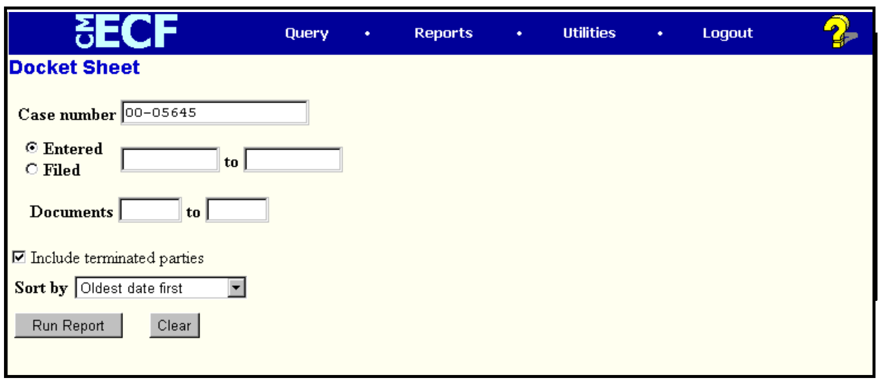


Figure 5c

NOTE: Refer to the **DOCKET REPORT** module in your CM/ECF Training Guide for more information on the Docket Report.