

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

- STEP 1** After you have logged in to CM/ECF, click on the [Reports](#) hyperlink on the CM/ECF Main Menu (See Figure 1).

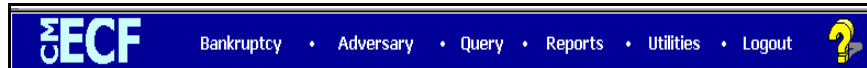


Figure 1

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

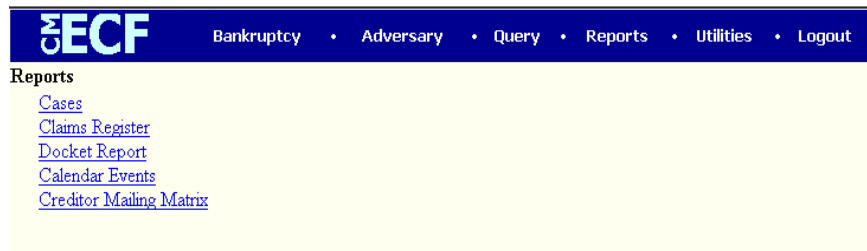


Figure 2

- ◆ Click on the [Docket Report](#) hyperlink.

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

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your PACER **Login** and **Password**. (These fields are case sensitive).
- ◆ Enter the **Client Code** (optional). 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.

- ◆ Click on the **[Login]** button.

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

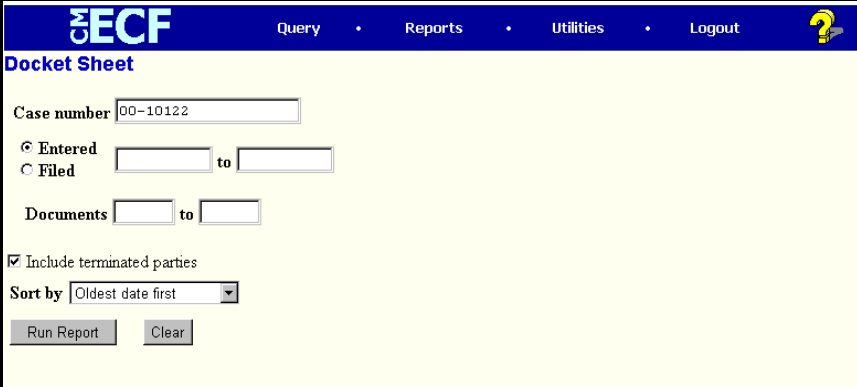


Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Sort by** – This selection allows you to sort the entries in the report by “Oldest date first” or “Most recent date first”. This can also affect the number of pages and PACER charges if you are interested only in the most current activity.
- ◆ The **[Clear]** button will reset all fields to their default values.
- ◆ After entering your criteria, click on the **[Run Report]** button.
- ◆ **STEP 5:** The **DOCKET REPORT** displays (See Figure 5a):


 Bankruptcy • Adversary • Query • Reports • Utilities • Logout		
U.S. Bankruptcy Court Northern District of Indiana (Test Database) (South Bend) Bankruptcy Petition #: 02-70004		
Assigned to: Judge Harry C. Dees Jr.		Date Filed: 08/06/2002
Chapter 7		
Voluntary		
No asset		
John Joe Doe 123 Main Street Fort Wayne, IN 46802 SSN: 444-44-4444 Debtor		represented by John Paul Richardson 2333 Kennedy Ave. South Bend, IN 46601
Gary D. Boyn Trustee Nancy J. Gargula U.S. Trustee		
Filing Date	#	Docket Text
08/06/2002	1	Chapter 7 Voluntary Petition. Receipt Number 1111, Fee Amount \$200 Filed by John Joe Doe. Schedule A due 8/21/2002. (Ivancsics, Susan) (Entered: 08/06/2002)
08/06/2002	2	Motion to Avoid Lien with Avco on personal property Filed by John Joe Doe with Certificate Service. (Ivancsics, Susan) (Entered: 08/06/2002)
08/06/2002		Trustee's Report of No Distribution: Trustee of this estate reports that the trustee has neither received any property nor paid any money on account of this estate except exempt property, that the trust has made a diligent inquiry into the financial affairs of the debtor(s) and the location of the property belonging to the estate, and that there is no property available for distribution from the estate over and above that exempted by law. Pursuant to FRBP 5009, I hereby certify that this estate has been faithfully administered. I request that this report be approved, and that I be discharged from further duties as trustee. Filed by Gary D. Boyn. (Ivancsics, Susan) (Entered: 08/06/2002)
08/06/2002		Section 341 Meeting of Creditors. 341(a) meeting to be held on 8/30/2002 at 01:00 PM at One Michiana Square, 5th Floor. Last day to oppose discharge or dischargeability is 10/29/2002.

Figure 5a

NOTE: Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report.

- ◆ If you click on a “blue” document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry (See Figure 5b).

FORM B1 United States Bankruptcy Court District of		Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):	
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):	
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):	
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):	
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:	
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):	
Location of Principal Assets of Business Debtor (if different from street address above):		

Figure 5b

- ◆ A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages (See Figure 5c).

Pacer Service Center			
Transaction Receipt			
Fri Jan 19 15:08:45 CST 2001			
Pacer Login:	ao0055	Client Code:	
Description:	Image	Case Number:	00-10122
Billable Pages:	1	Cost:	0.07

[View Document](#)

Figure 5c

- ◆ Click on the [View Document] button to view the associated PDF document.

- ◆ After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.