Report and Query Functions

To access the Report and Query functions in ECF, a PACER login and password is required. A PACER login is different than a CM/ECF login. If you do not currently have a PACER login and password, information about obtaining a login can be found on our website.

Part I - Report Functions

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

Figure 1

Step 2   The **Reports** screen displays. (See Figure 2)

Figure 2

◆   There are five different reports options:
- **Cases**
  Displays cases filed, discharged, dismissed, closed or converted in a specified time period.
- **Claims Register**
  Displays the claims register for a designated case.
- **Docket Report**
  Displays the docket for a designated case.
- **Calendar Events**
  Displays all hearings and meetings scheduled for a specified time period.
- **Docket Activity**
  Displays all docket activity within set parameters.

◆   Select the desired report link. For this example, **Docket Report** will be selected.

Step 3   As mentioned in the introduction, the **PACER Login** screen appears. (See Figure 3)

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activit and access attempts are logged.

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☐ Make this my default PACER login
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication
Login: [_____]
Password: [_____]
Client code: [_____]

[Login] [Clear]

Notice
An access fee of $0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Figure 3

◆   Enter your PACER Login information and click **Login** to continue.

Step 4   The **Docket Sheet** screen displays. (See Figure 4)

Figure 4

◆   As with other reports available, the **Docket Sheet** screen has options for setting report parameters. Any number of these options can be selected, or the report can be run by default settings.

◆   In this sample, case 09-30006 has been chosen to be run with the default settings.

•   Click **Run Report** to continue.

Step 5   The **Docket Report** appears. (See Figure 5)

Figure 5

◆   Links are provided for document viewing.

Step 6   To exit this report, make a selection from the ECF Main Menu at the top of the screen or click the **Back** button on your browser to enter a different case number or parameter settings.

Part II - Query Functions

Step 1   Click the <u>**Query**</u> link on the CM/ECF Main Menu. (See Figure 1)
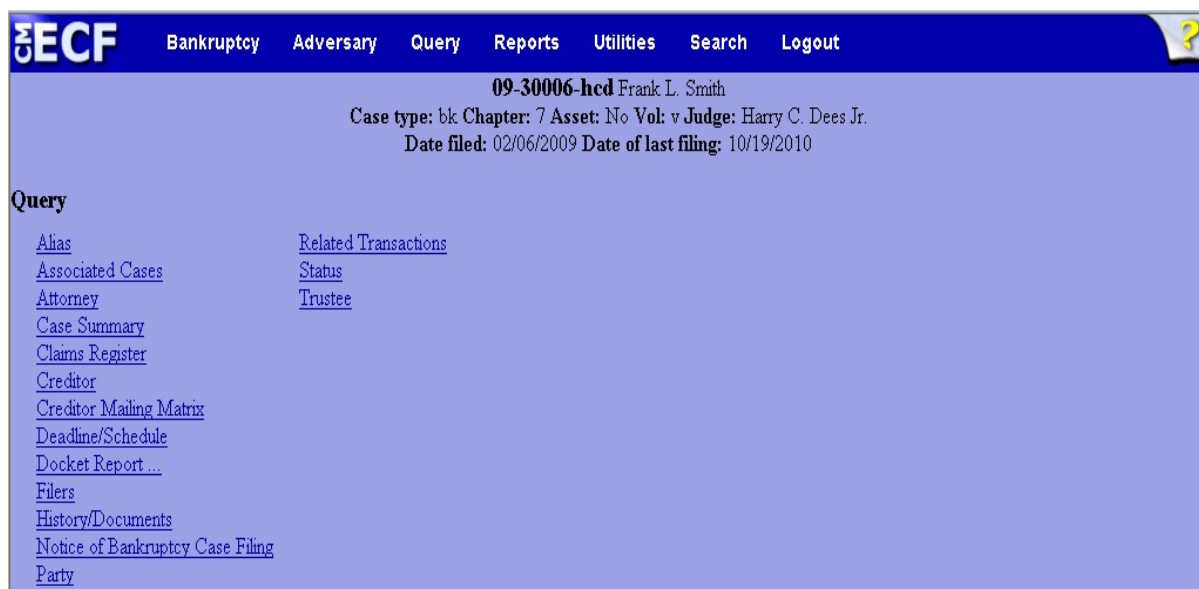

Figure 1

Step 2   The **Query** screen appears. (See Figure 2)

Figure 2

◆   Enter search clues and click **Run Query** to continue.

- If searching for a business name, enter the search clue in the **Last/Business Name** field. If you are uncertain as to the entire business name, it's best to enter the parts of the name that are for sure. For example, to search for Little Bit Drill Company, enter Little Bit Drill and leave off "Company".
- If searching for debtor Roland Smith, do not enter "Smith" in the **Last/Business Name** field only. It's best to enter "Roland" in the **First Name** field also to reduce the matches displayed.
- If searching by SSN/ITIN, enter as xxx-xx-xxxx or xx-xxxxxx to include hyphens.
- The **Type** field can be helpful if you are searching for cases filed by attorney Roland Smith, for example. Enter the first and last name in the appropriate fields then select *Attorney* from the **Type** drop down.

Step 3   All searches will eventually lead to the same final **Query** screen. (See Figure 3)

Figure 3

◆   Several different selections can be made from this screen, which will return information associated with the currently selected case.