

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 activity 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:

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)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet

Case number: 09-30006 Find This Case

Filed Entered [] to []

Documents [] to []

Include:
 Terminated parties
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents
 Create Appendix

Format:
 HTML
 Text

Sort by: Oldest date first

Run Report Clear

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)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

NTCAPR

**U.S. Bankruptcy Court
Northern District of Indiana (Training Database) (South Bend)
Bankruptcy Petition #: 09-30006-hcd**

Assigned to: Judge Harry C. Dees Jr. *Date filed:* 02/06/2009
 Chapter 7
 Voluntary
 No asset
[Show Associated Cases](#)

Debtor
Frank L. Smith
 100 Main St.
 South Bend, IN 46545
 SSN / ITIN: xxx-xx-7890

represented by **Jennifer ElBenni**
 4100 Edison Lakes Pkwy., Ste. 100
 Mishawaka, IN 46545

William Miller
 123 S. Main Street
 PO Box 200
 South Bend, IN 46601

U.S. Trustee
Nancy J. Gargula

Filing Date	#	Docket Text
02/06/2009	1	Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Frank L. Smith. (Attachments: # 1 Signature Pages) (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	2	Statement of Social Security Number(s) Filed by Frank L. Smith. (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	3	Certificate of Credit Counseling Filed by Frank L. Smith. (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	4	Amended Schedules: F . Fee Amount \$26 Filed by Frank L. Smith. (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	5	Notice of Amendment Filed by Debtor Frank L. Smith (related document(s) 4 Amended Schedules filed by Debtor Frank L. Smith). (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	6	Chapter 13 Plan Filed by Debtor Frank L. Smith. (ElBenni, Jennifer) (Entered: 02/06/2009)
02/06/2009	7	Proposed Order to Employer to Pay Trustee Filed by Frank L. Smith. (ElBenni, Jennifer) (Entered: 02/06/2009)

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 **Query** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

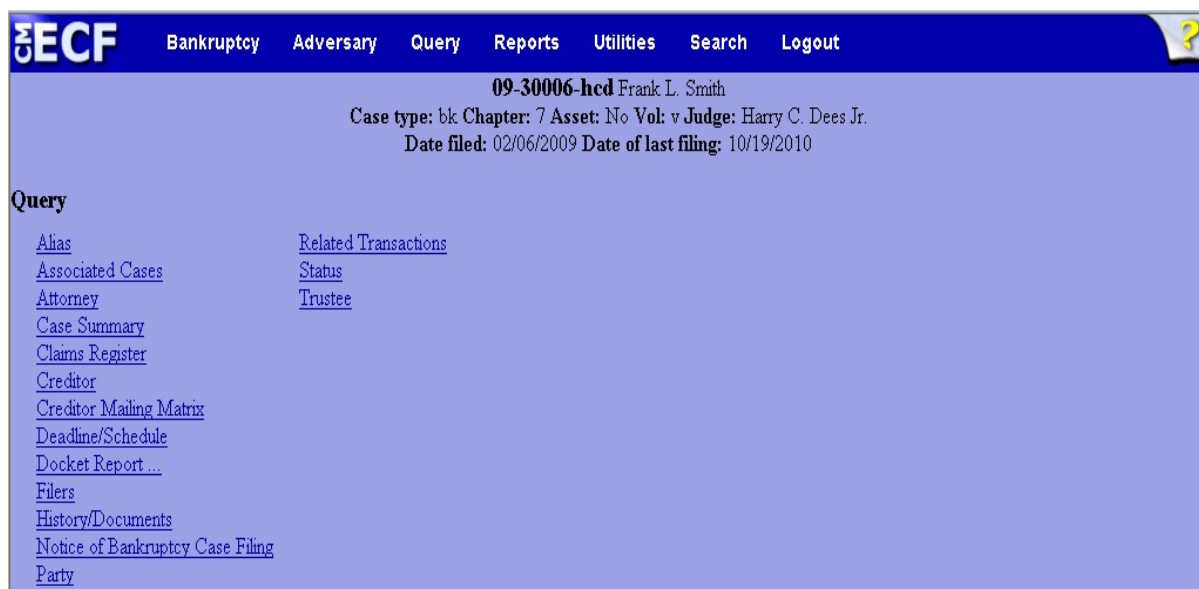
Step 2 The **Query** screen appears. (See Figure 2)

The image shows the CM/ECF Query screen. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue header area with the word "Query" in a larger font. The main content area has a yellow background and is titled "Search Clues". It contains several input fields: "Case Number" with the value "09-30006" and a "Find This Case" button; "Last / Business Name" with a text input field and the example "(Examples: Desoto, Des't)"; "First Name" and "Middle Name" with text input fields; "SSN / ITIN" and "Tax ID / EIN" with text input fields; and a "Type" dropdown menu. Below these fields are two checkboxes: "Open cases" and "Closed cases". At the bottom of the form are two buttons: "Run Query" and "Clear".

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)



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case information is displayed: **09-30006-hcd** Frank L. Smith. The case details include: Case type: bk Chapter: 7 Asset: No Vol: v Judge: Harry C. Dees Jr. Date filed: 02/06/2009 Date of last filing: 10/19/2010. The main section is titled **Query** and contains a list of links for various case-related functions:

Alias	Related Transactions
Associated Cases	Status
Attorney	Trustee
Case Summary	
Claims Register	
Creditor	
Creditor Mailing Matrix	
Deadline/Schedule	
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	

Figure 3

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