## **Search Features in ECF**

To aid in your search for proper event codes in ECF, the **Search** function is available. The steps below will explain how best to use the **Search** function.

Step 1Click the <u>Search</u> link on the CM/ECF Main Menu for Search assistance.<br/>(See Figure 1)



Step 2

The **Search Menus and Events** box appears. (See Figure 2)

Pontomotov Events
Dankruptcy Lycius
Open Voluntary BK Case Search Menus and Events
Open Involuntary BK Case
Answer/Response
Ånnest

- Figure 2
- Enter the search clue in the **Search Menus and Events** box. (See Figure 2a)

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## Figure 2a

- Simple one-word search clues are recommended.
- Action words such as "dismiss, convert, amend, avoid and stay" will bring better results than non-action words such as "motion" or "application".
- If more than one word is searched, a "No Matches were found" message will appear. A multi-word search such as "motion to dismiss" will return nothing but a "No matches were found" message.
- Click the magnifying glass or press the **Enter** key to begin the search.

## Step 3 The Search results for '\_\_\_\_' will display. (See Figure 3)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout		3
Search result 12 events found	ts for 'dismis	s'			Search Men dismiss	us and Even	ts		
Adversary Event	ts $\rightarrow$ Motions								
<u>Dismiss Adv</u> Dismiss Par	versary Proceeding ty	ł							
Adversary Event	ts $\rightarrow$ Notices								
<u>Notice of D</u> Notice of S	<mark>ismiss</mark> al in an Adve tipulated <mark>Dismiss</mark> al	ersary Proceedin in an Adversary	ug Proceeding						
Bankruptcy Ever	nts $ ightarrow$ Motions/A	Applications							
Dismiss Cas Dismiss Cas Dismiss Cas Dismiss Cas Dismiss Cas	se se for Abuse se for Failure to Fil se for Failure to M se under 521(i)(2) st Daktor	<u>le Taxes</u> ake Plan Paymer	<u>nts</u>						

## Figure 3

- All events that include the word "Dismiss" display as a link under the respective main menu categories. In this example, "dismiss" can be found in the following categories:
  - Adversary Events Motions
  - Adversary Events Notices
  - Bankruptcy Events Motions/Applications
- To access the proper event code, click the link provided. Be careful to choose the proper event from the proper category. Some event codes can be found in more than one category – for instance, "Stay" can be found in both Adversary and Bankruptcy categories.
  - If the search did not find the event you were looking for, enter a different action word and search again.
- Follow the subsequent screens to complete the filing.