

# 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.

***Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.***

***This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.***

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

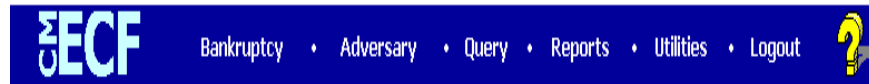


Figure 1

**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).

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

## PACER Login

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

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 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:** 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:
  - **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.
  - **Trustee** - Allows you to limit case information by trustee. The default is all trustees
  - **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. Default dates will vary and will be set by your local court. 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**, **Office** or **Trustee**. 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.) All reports can be printed by clicking on the browser’s Print button.

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
<a href="#">00-10052</a>	bk	11	Household Finance and IRS	Anderson	Filed: 09/19/2000	Office: Pleasantville Asset: No Fee: Paid
<a href="#">00-10053</a>	bk	11	Pace Picante Sauces, Inc.	Anderson	Filed: 09/20/2000	Office: Pleasantville Asset: No Fee: Paid
<a href="#">00-01032</a> Lead BK: 00-10029 Sam Redwood Chapter: 7	ap		Pneumatic Networks, Inc. v. Reed	Anderson	Filed: 09/21/2000	Office: Pleasantville
<a href="#">00-01033</a> Lead BK: 00-10029 Sam Redwood Chapter: 7	ap		Universal Mortgage v. Villa	Anderson	Filed: 09/22/2000	Office: Pleasantville

**Figure 5a**

◆ 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.
  - **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. (See Figure 5b.)

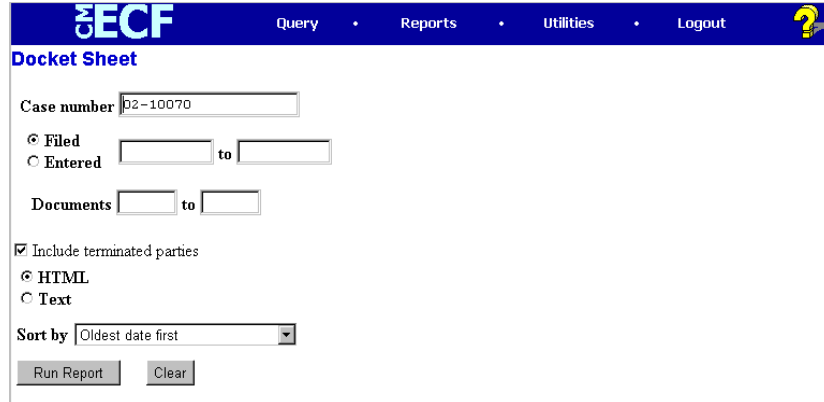
Total Number of Cases Reported: 167

Open Cases Only

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
09/04/2002 14:56:16			
<b>PACER Login:</b>	ac0033	<b>Client Code:</b>	
<b>Description:</b>	Cases Filed Rpt		
<b>Billable Pages:</b>	6	<b>Cost:</b>	0.42

Figure 5b

- ◆ 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.)



The screenshot shows the 'Docket Sheet' form in the CM/ECF system. The form has a blue header with the CM/ECF logo and navigation links: Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. The form fields include: 'Case number' with the value '02-10070'; radio buttons for 'Filed' (selected) and 'Entered'; 'Documents' with two empty input boxes; a checked checkbox for 'Include terminated parties'; radio buttons for 'HTML' (selected) and 'Text'; a 'Sort by' dropdown menu set to 'Oldest date first'; and two buttons at the bottom: 'Run Report' and 'Clear'.

**Figure 5c**

**NOTE:** Refer to the **DOCKET REPORT** module for more information on the Docket Report.

# Docket Report

## *For Trustees and Attorneys*

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

*Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.*

*This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.*

**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).

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

## PACER Login

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**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$0.07 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.

- **Include links to Notice of Electronic Filing** - A check mark in this box will cause the docket sheet to include a “silver ball” link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.
  
- Preferred format:
  - HTML** - Format for Netscape or other ISP (Internet Service Provider) e-mail service. Hyperlink provided.
  
  - OR
  
  - TEXT** - Format for cc:Mail, GroupWise, or other non-ISP e-mail service. Hyperlink will not be provided.
  
- **Sort by** – This selection allows you to sort the entries in the report by:
  - Oldest date first
  - Most recent date first
  - Document number ascending
  - Document number descending.

These selections can affect the number of pages displayed and PACER charges and may be changed 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):

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**FeeDueINST**

**U.S. Bankruptcy Court  
Systems Deployment and Support Division (Pleasantville)  
Bankruptcy Petition #: 02-10005**

*Assigned to:* Charles Anderson *Date Filed:* 08/27/2002  
Chapter 7  
Voluntary  
No asset

**Annie Hall**  
302 W. Laurel Drive  
Terrell Hills, TX 78202  
SSN: 159-85-9874  
**Debtor**

represented by **Henry Herkelmeyer**  
Henry Herkelmeyer and Associates  
4501 Main Ave.  
Suite 120  
San Antonio, TX 78201  
210-555-4141  
Fax : 210-555-4242  
Email: henryherk@atty.net

**Julian Mayfair**  
Office of the U.S. Trustee  
413 E. Court Street  
Mobile, AL 33012  
**Trustee**

**Zane Woodring**  
Woodring, Kraft & Miller  
142 E. Milk Street  
Boston, MA 02144  
520-555-7841  
**U.S. Trustee**

Filing Date	#	Docket Text
08/27/2002	<a href="#">1</a>	Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$200 Filed by Annie Hall (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002		First Meeting of Creditors with 341(a) meeting to be held on 10/14/2002 at 09:00 AM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 12/13/2002. (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002	<a href="#">2</a>	Notice of Appearance and Request for Notice by Robin Zenzen Filed by Creditor Design Concepts, Inc. . (Wilson, Dana) (Entered: 08/27/2002)

**Figure 5a**

**NOTE:** Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has one (1) flag indicating that Fee Installment Payments are due.

- Clicking on a "blue" document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document. (See Figure 5b).

<b>Pacer Service Center</b>			
<b>Transaction Receipt</b>			
Thu Sep 5 09:26:22 CDT 2002			
<b>Pacer Login:</b>	ao0055	<b>Client Code:</b>	
<b>Description:</b>	Image1-0	<b>Case Number:</b>	02-10005
<b>Billable Pages:</b>	1	<b>Cost:</b>	0.07

View Document

Figure 5b

**NOTE:** The opportunity to review charges **FIRST** applies to PDF documents only.

- If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed. (See Figure 5c).

(Official Form 1) (9/97)

<b>FORM B1 United States Bankruptcy Court</b>		<b>Voluntary Petition</b>
District of _____		
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):		
<b>Information Regarding the Debtor (Check the Applicable Boxes)</b>		
Venue (Check any applicable box) <input type="checkbox"/> Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District. <input type="checkbox"/> There is a bankruptcy case concerning debtor's affiliate, general partner, or partnership pending in this District.		
Type of Debtor (Check all boxes that apply) <input type="checkbox"/> Individual(s) <input type="checkbox"/> Railroad <input type="checkbox"/> Corporation <input type="checkbox"/> Stockbroker <input type="checkbox"/> Partnership <input type="checkbox"/> Commodity Broker <input type="checkbox"/> Other _____		Chapter or Section of Bankruptcy Code Under Which the Petition is Filed (Check one box) <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Sec. 304 - Case ancillary to foreign proceeding
Nature of Debts (Check one box) <input type="checkbox"/> Consumer/Non-Business <input type="checkbox"/> Business		Filing Fee (Check one box) <input type="checkbox"/> Full Filing Fee attached <input type="checkbox"/> Filing Fee to be paid in installments (Applicable to individuals only) Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 1006(b). See Official Form No. 3.
Chapter 11 Small Business (Check all boxes that apply) <input type="checkbox"/> Debtor is a small business as defined in 11 U.S.C. § 101. <input type="checkbox"/> Debtor is and elects to be considered a small business under 11 U.S.C. § 1121(e) (Optional)		<small>THIS SPACE IS FOR COURT USE ONLY</small>
Statistical/Administrative Information (Estimates only) <input type="checkbox"/> Debtor estimates that funds will be available for distribution to unsecured creditors. <input type="checkbox"/> Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.		
Estimated Number of Creditors <input type="checkbox"/> 1-15 <input type="checkbox"/> 16-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-199 <input type="checkbox"/> 200-999 <input type="checkbox"/> 1000-over		
Estimated Assets <input type="checkbox"/> \$0 to \$50,000 <input type="checkbox"/> \$50,001 to \$100,000 <input type="checkbox"/> \$100,001 to \$500,000 <input type="checkbox"/> \$500,001 to \$1 million <input type="checkbox"/> \$1,000,001 to \$10 million <input type="checkbox"/> \$10,000,001 to \$50 million <input type="checkbox"/> \$50,000,001 to \$100 million <input type="checkbox"/> More than \$100 million		
Estimated Debts <input type="checkbox"/> \$0 to \$50,000 <input type="checkbox"/> \$50,001 to \$100,000 <input type="checkbox"/> \$100,001 to \$500,000 <input type="checkbox"/> \$500,001 to \$1 million <input type="checkbox"/> \$1,000,001 to \$10 million <input type="checkbox"/> \$10,000,001 to \$50 million <input type="checkbox"/> \$50,000,001 to \$100 million <input type="checkbox"/> More than \$100 million		

Figure 5c

- ◆ After viewing the PDF document, either click on the **[Back]** icon of your internet browser’s tool bar or close Acrobat Reader to return to the previously displayed screen.

**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.

- ◆ A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report. (See **Figure 5d**).

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
09/05/2002 09:26:15			
<b>PACER Login:</b>	ao0055	<b>Client Code:</b>	
<b>Description:</b>	Docket Report	<b>Case Number:</b>	02-10005
<b>Billable Pages:</b>	1	<b>Cost:</b>	0.07

**Figure 5d**