

## CM/ECF - PDF HEADERS Turning Them Off and On

External Filers now have the ability to turn the PDF headers off. This option will allow External Filers to download a PDF without the header display for use in future filings with the Court (i.e., Adversary Summons, Writs of Execution).

Example: Previously, an External Filer had to download the Summons from the Court docketed *Summons Issued* event; manually remove the heading information before they docketed the *Summons Service Executed* or *Summons Service Unexecuted* event in an Adversary Proceeding so the PDF would not display multiple headings.

### Turning PDF Headers Off

From the Reports menu  
Select the Docket Report option

NOTE: You may be required to log into PACER to access the Docket Report

The screenshot shows a web browser window with the URL <https://ecf-test.moeb.uscourts.gov/cgi-bin/DktRpt.pl>. The page title is "CM/ECF Test Database - Mozilla Firefox". The browser's address bar shows the URL. The page content includes a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Docket Sheet" and contains the following form fields:

- Case number: 4:13-ap-4003
- Filed (selected) and Entered (unselected) radio buttons, each followed by a date range selector.
- Documents: [ ] to [ ]
- Include:  Terminated parties,  Links to Notices of Electronic Filing,  Page counts for documents
- Document options:  Include headers when displaying PDF documents (highlighted with a red box),  View multiple documents
- Format:  HTML,  Text
- Sort by: Oldest date first (dropdown menu)
- Run Report and Clear buttons

Under the Document Options section, a checkbox now appears along with the option to “Include headers when displaying PDF documents.” This box is checked by default.

To view a PDF without a header being displayed, deselect checkbox by clicking on it.

Click Run Report button.

**Defendant**

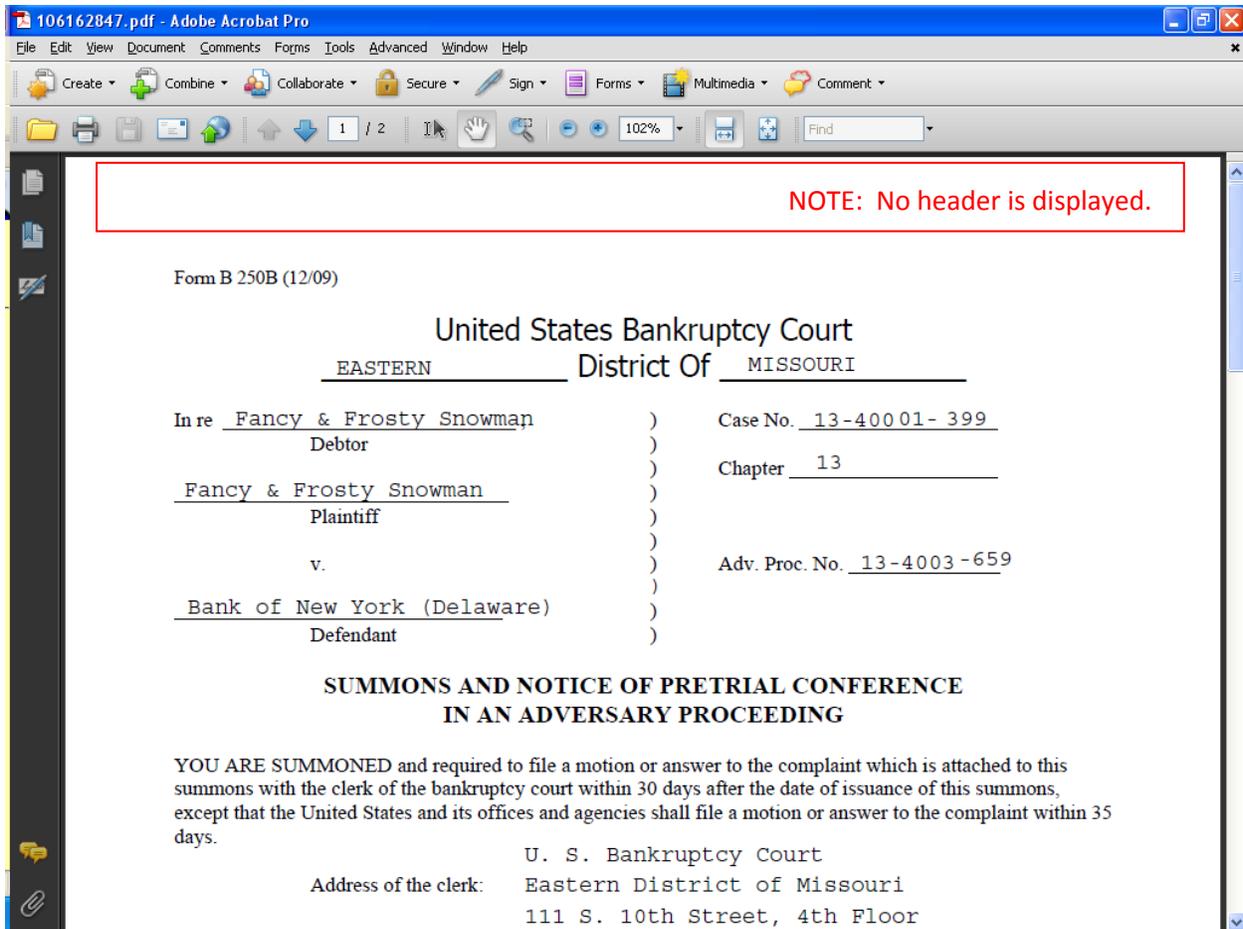
**Bank Of New York (Delaware)**  
 C/O Becket and Lee LLP  
 P.O. BOX 512 - #C  
 Malvern, PA 19355

represented by **Bank Of New York (Delaware)**  
 PRO SE

Filing Date	#	Docket Text
05/16/2013	<a href="#">1</a> (5 pgs; 2 docs)	Adversary case 13-04003. Complaint by Fancy M. Snowman, Frosty J. Snowman (attorney Tina Schenck ) against Bank Of New York (Delaware). (Attachments: # <a href="#">1</a> Coversheet)(11 (Recovery of money/property - 542 turnover of property))(Schenck, Tina) (Entered: 05/16/2013)
05/16/2013	<a href="#">2</a> (2 pgs)	Summons Issued on Bank Of New York (Delaware) Date Issued 5/16/2013, Answer Due 6/17/2013 Pre-Trial Conference set for 7/1/2013 at 10:00 AM at Bankruptcy Courtroom 7 North. (rad, t) (Entered: 05/16/2013)

**PACER Service Center**  
**Transaction Receipt**  
 05/16/2013 15:43:57

Click the hyperlink for the specific document needed (i.e., Summons).



No header should display on the PDF.

Save the PDF to a local location.

## Turning PDF Headers On

From the Reports menu  
Select the Docket Report option

NOTE: You may be required to log into PACER to access the Docket Report

The screenshot shows a web browser window titled "CM/ECF Test Database - Mozilla Firefox". The address bar shows "https://ecf-test.moeb.uscourts.gov/cgi-bin/DktRpt.pl". The browser has several tabs open, including "CM/ECF Live Database" and "CM/ECF Test Database". The main content area is titled "Docket Sheet" and contains the following form elements:

- Case number:
- Filed:  (selected)
- Entered:
- Documents:  to
- Include:
  - Terminated parties
  - Links to Notices of Electronic Filing
  - Page counts for documents
- Document options:
  - Include headers when displaying PDF documents (highlighted with a red box)
  - View multiple documents
- Format:
  - HTML (selected)
  - Text
- Sort by:
- Buttons: Run Report, Clear

Under the Document Options section, a checkbox now appears along with the option to “Include headers when displaying PDF documents.”

To view a PDF with a header being displayed, select the checkbox by clicking on it.

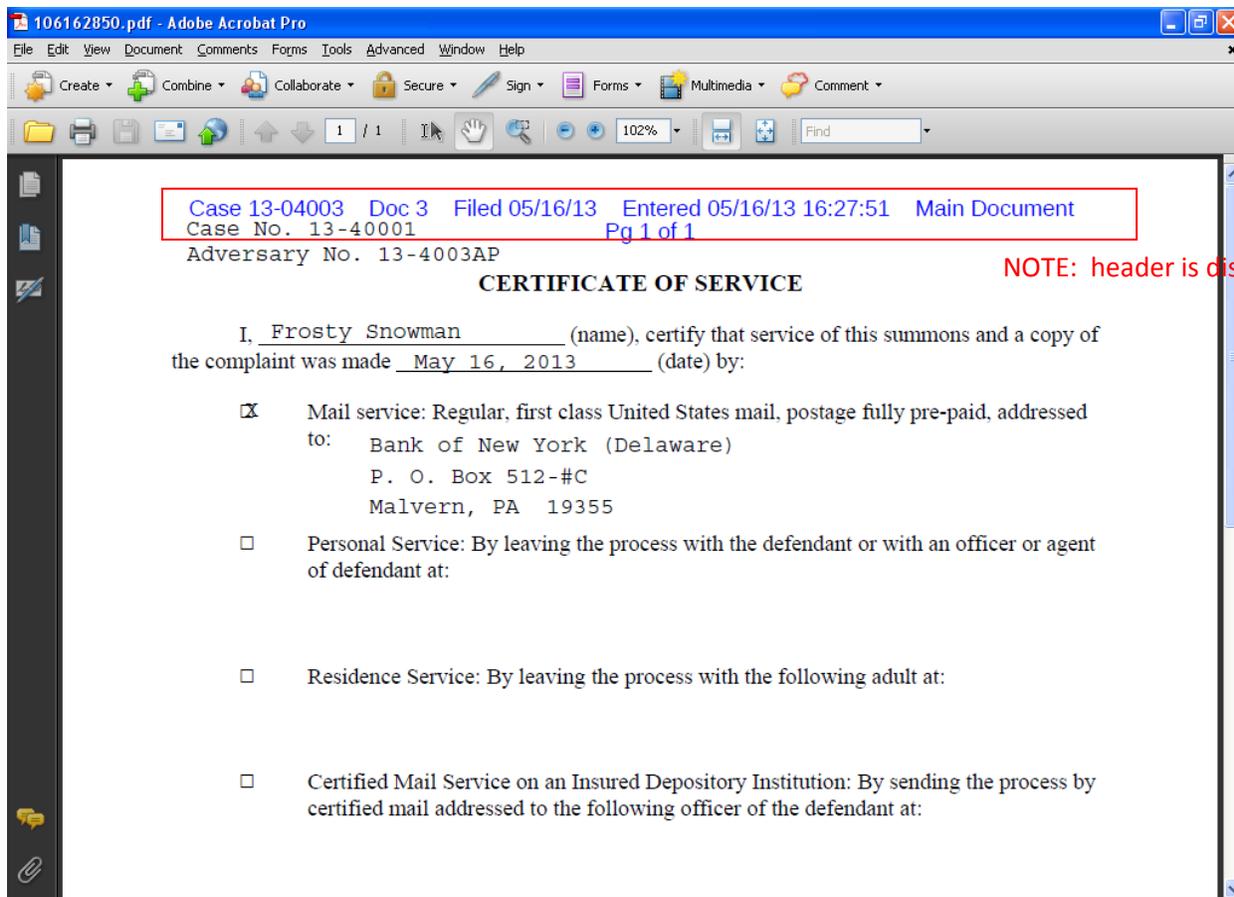
Click Run Report button.

The screenshot shows a Mozilla Firefox browser window displaying the CM/ECF Test Database. The page header includes navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area shows the case information for Bank Of New York (Delaware), represented by Bank Of New York (Delaware) PRO SE. Below this is a table with three columns: Filing Date, #, and Docket Text.

Filing Date	#	Docket Text
05/16/2013	<a href="#">1</a> (5 pgs; 2 docs)	Adversary case 13-04003. Complaint by Fancy M. Snowman, Frosty J. Snowman (attorney Tina Schenck ) against Bank Of New York (Delaware). (Attachments: # <a href="#">1</a> Coversheet)(11 (Recovery of money/property - 542 turnover of property))(Schenck, Tina) (Entered: 05/16/2013)
05/16/2013	<a href="#">2</a> (2 pgs)	Summons Issued on Bank Of New York (Delaware) Date Issued 5/16/2013, Answer Due 6/17/2013 Pre-Trial Conference set for 7/1/2013 at 10:00 AM at Bankruptcy Courtroom 7 North. (rad, t) (Entered: 05/16/2013)
05/16/2013	<a href="#">3</a> (1 pg)	Summons Service Executed on Bank Of New York (Delaware) 5/16/2013 (Schenck, Tina) (Entered: 05/16/2013)

Below the table, there is a section for the PACER Service Center Transaction Receipt, with the receipt number 05/17/2013 15:44:41.

Click the hyperlink for the specific document needed.



The header should display on the PDF.