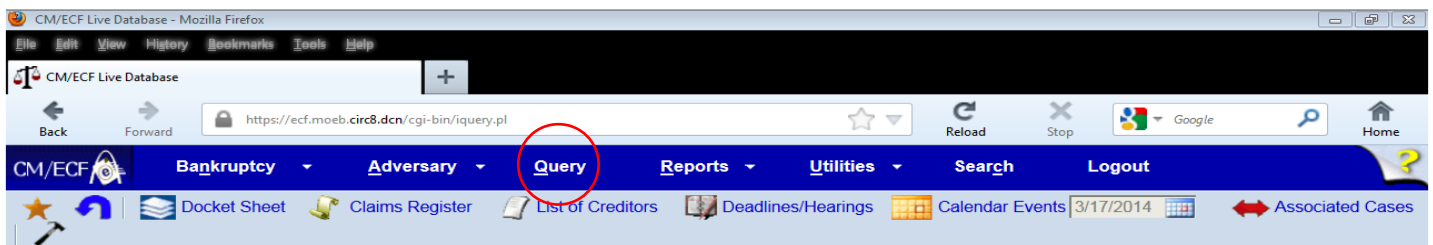


**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI  
APRIL 11, 2014**

**Procedure:** Steps for an attorney to take when wanting to create a list of cases where the attorney is currently active in the case. This report is to be used when a Motion to Substitute Counsel is filed in 10 or more cases. Once this report is created, the Attorney is to file this report with the Motion to Substitute Counsel in the case displayed in the caption, which should be filed in the Chief Bankruptcy Judge case.

**Attorney Case List Pathway: Query**

- Type in Attorney's last name.
- Type in Attorney's first name (minimum of 3 letters).
- If you only want open cases, check the box in front of "Open cases."
- If you want both open and closed cases, you can leave both the "Open cases" and "Closed Cases" check boxes blank.
- Leave the checkmark as defaulted in the box in front of the "Check to exclude cases where the selected Attorney has been terminated from the case."
- Click on "Run Query."
- If the Attorney **does not** want to file this motion in all of their active cases, the Attorney should use this report, print the report and line through the cases which do not apply. The Attorney would then scan the marked-up report and attach this report to the Motion to Substitute.
- If you have any questions, please call the Help Desk at 1-866-803-9517.



Query

**Search Clues** [Mobile Query](#)

Case Number	<input type="text"/>		
Last / Business Name	<input type="text" value="Test"/>	(Examples: Desoto, Des*t)	
First Name	<input type="text" value="Attorney"/>	Middle Name	<input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Type	<input type="text"/>	<input type="checkbox"/> Open cases	<input type="checkbox"/> Closed cases
Filed Date	<input type="text"/> to <input type="text"/>	<input checked="" type="checkbox"/> Check to <b>exclude</b> cases where the selected <b>Attorney</b> has been terminated from the case	(Uncheck to include those cases)
Last Entry Date	<input type="text"/> to <input type="text"/>		
Nature of Suit (AP and MP cases only)	<input type="text" value="01 (Determination of removed claim or cause)"/> 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)) 11 (Recovery of money/property - 542 turnover of property) 12 (Recovery of money/property - 547 preference)		

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