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

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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.

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05/16/2013	(5 PBc, 5 0000)	turnover of property))(Schenck, Tina) (Er	tered: 05/16/2013)			
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05/16/2013	(2 pgs)	(2 pgs) Conference set for 7/1/2013 at 10:00 AM at Bankruptcy Courtroom 7 North. (rad, t) (Entered: 05/16/2013)					
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Click the hyperlink for the specific document needed (i.e., Summons).

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	United States Bankruptcy Court							
	In re <u>Fancy & Frosty Snowman</u>) Case No. <u>13-40001-399</u>							
	Debtor)							
	Fancy & Frosty Snowman)							
	Plaintiff)							
	v.) Adv. Proc. No. <u>13-4003-659</u>							
	Bank of New York (Delaware)							
	Defendant)							
	SUMMONS AND NOTICE OF PRETRIAL CONFERENCE							
	IN AN ADVERSARY PROCEEDING							
YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35								
Sp.	U. S. Bankruptcy Court							
n	Address of the clerk: Eastern District of Missouri							
Ø	111 S. 10th Street, 4th Floor	~						

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Save the PDF to a local location.

Turning PDF Headers On

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Filing Date	#	Docket Text					
05/16/2013	<u>1</u> (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: # <u>1</u> Coversheet)(11 (Recovery of money/property - 542 turnover of property))(Schenck, Tina) (Entered: 05/16/2013)					
05/16/2013	<u>2</u> (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	<u>3</u> (1 pg)	Summons Service Executed on Bank Of New York (Delaware) 5/16/2013 (Schenck, Tina) (Entered: 05/16/2013)					
		PACER Service Center					
		Transaction Receipt					
Done							

Click the hyperlink for the specific document needed.





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