

Query

This procedure explains how to perform the various query functions in CM/ECF.

- STEP 1** Click the Query hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The Query information screen will display. Your menu selections may vary from this screen. (See Figure 2.)

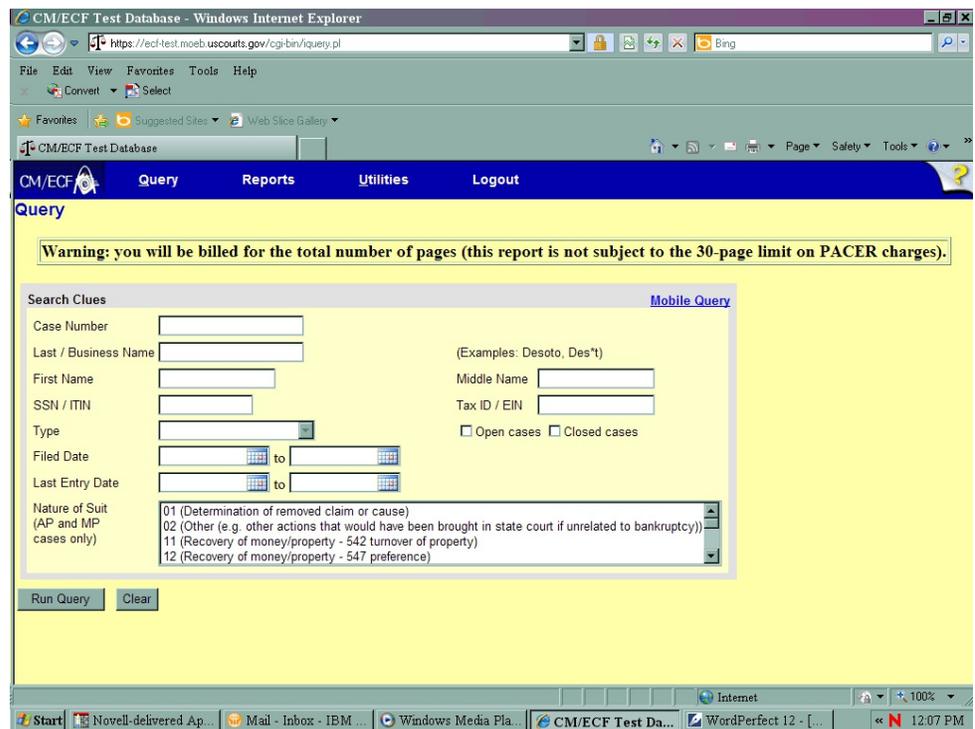


Figure 2

- ◆ Enter the information you want to perform the query on (i.e., case number-including the hyphen, last name, social security number, etc.). If multiple Nature of Suits are selected for a query, CM/ECF displays a message that the search could produce many records and lead to a large billing charge.
- ◆ Click **[Run Query]**.

STEP 3 The **Query Selection** screen appears.
(See Figure 3.)

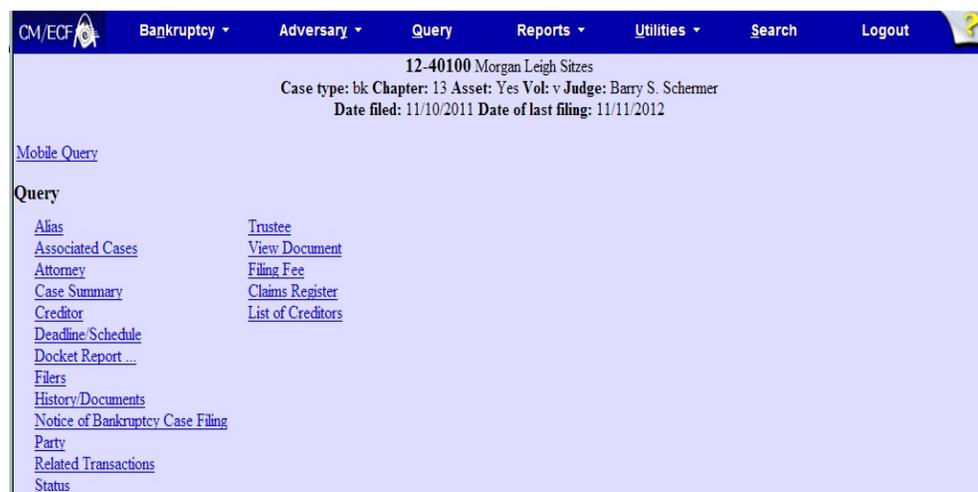


Figure 3

- ◆ Click on the Query selection of your choice.
- ◆ Mobile Query, at the top of the screen, streamlines the basic CM/ECF search when using portable devices. It is compatible with smart phones such as the iPhone and the Android, as well as with other PDAs that can access web applications.
- ◆ The following are some examples of the available Query screens:

Notice of Bankruptcy Case Filing screen (Figure 4)

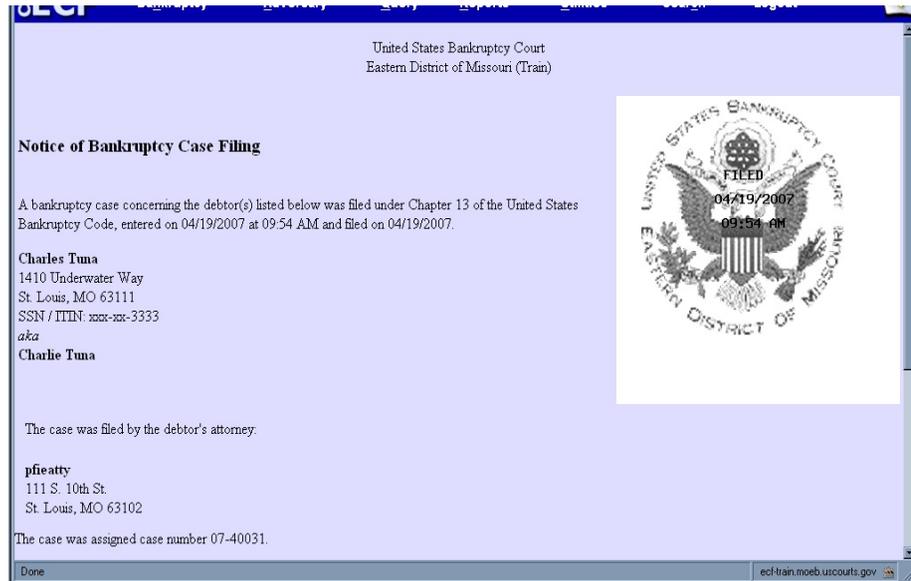


Figure 4

Related Transaction Selection screen (Figure 5)

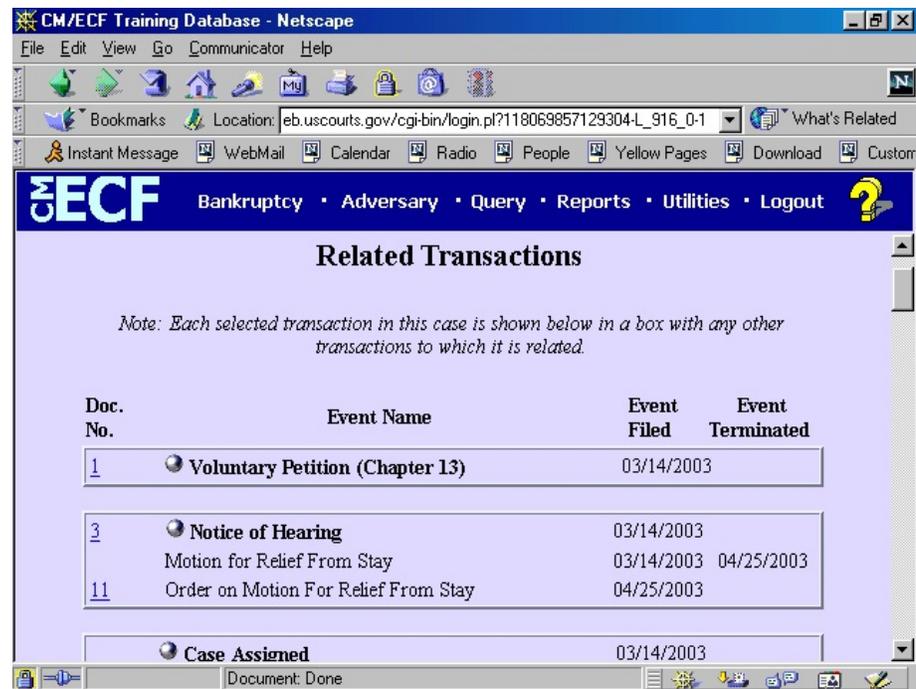


Figure 5

Deadlines/Hearings screen (Figure 6)

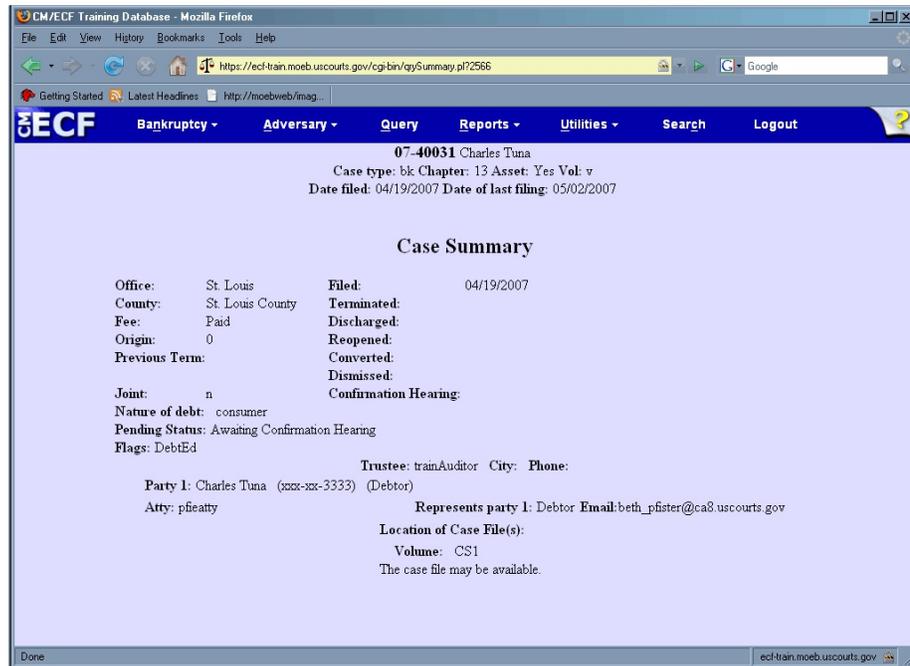


Figure 6

Case Summary screen (Figure 7)

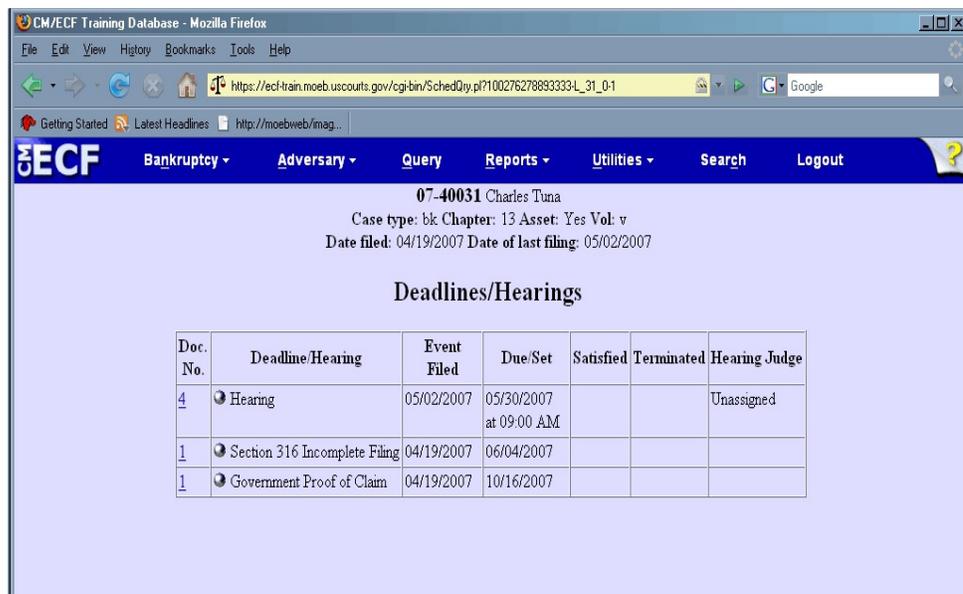


Figure 7