

Docket Report

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/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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) 676-6856 or (210) 301-8440.

An access fee of **\$08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, 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:

CM/ECF has been tested successfully using Internet Explorer 6.0 as a representative browser. Other browsers and browser versions may work as well. (Netscape 4.7 tested successfully with CM/ECF but that browser does not work with the Treasury Department's new pay.gov version that is used for payment of court fees.)

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.
- **Page counts on docket reports** - This option allows you to see the number of pages for documents associated with a docket entry. Knowing the number of pages helps PACER users predict the cost of viewing the pleading filed and to also anticipate the loading time of a document.
- **View multiple documents** - This option allows you to view or download a set of selected PDF documents as one entity. If it is selected, the “Format” options disappear and the “Create Appendix” option is disabled.
- 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):

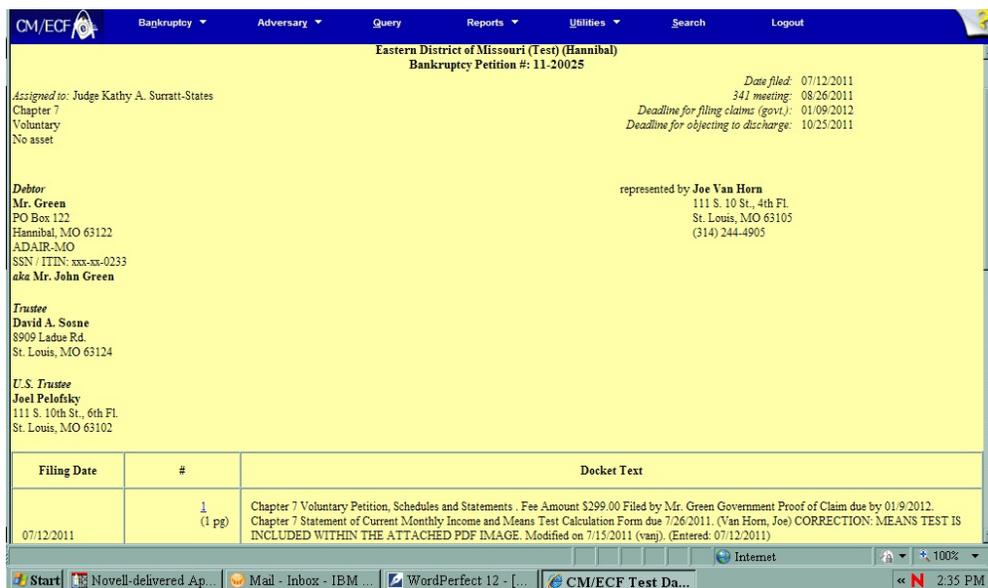


Figure 5a

- ◆ The column between Filing Date and Docket Text is provided to select docket entries. Choosing docket entries, then clicking on View Selected displays a PDF file with all the documents that are associated with selected entries. Clicking Download Selected produces a compressed (.zip) file which you can save to a disk; each document within a compressed file is a separate PDF. A PACER billing receipt for the selected documents is shown before the PDF files are displayed or downloaded. If the amount of data to be displayed/downloaded exceeds the limit specified by the court, the display/download will not occur; file size information is shown so that you can make different selections. [NOTE: the process of preparing a set of PDFs for viewing or downloading may be lengthy, depending on the number of documents.]
- ◆ The attorney e-mail address is a hyperlink that will start an e-mail to the attorney by clicking on it.

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 two (2) flag indicating that a Plan is due and Debtor Education is due.

- ◆ Clicking on a “blue” document number hyperlink from the docket report will allow you to view the associated PDF document. The selected document will be displayed. (See Figure 5b).

(Official Form 1) (2015)

United States Bankruptcy Court District of _____		Voluntary Petition																				
Name of Debtor (if individual, enter Last, First, Middle):		Name of Joint Debtor (Specify Last, First, Middle):																				
All Other Names used by the Debtor in the last 3 years (include married, maiden, and trade names):		All Other Names used by the Joint Debtor in the last 3 years (include married, maiden, or trade names):																				
Last four digits of Sec. Sec./Complete EIN or other Tax I.D. No. (if none, then state all):		Last four digits of Sec. Sec./Complete EIN or other Tax I.D. No. (if none, then state all):																				
Street Address of Debtor (No. & Street, City, and State):		Street Address of Joint Debtor (No. & Street, City and State):																				
ZIP CODE		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):																				
ZIP CODE		ZIP CODE																				
Location of Principal Assets of Business: Debtor (if different from street address above):																						
ZIP CODE																						
Type of Debtor (Form of Organization) (Check one box.)	Nature of Business (Check all applicable boxes.)	Chapter 11 Reorganization Code Under Which the Petition is Filed (Check one box)																				
<input type="checkbox"/> Individual (includes Joint Debtors) <input type="checkbox"/> Corporation (includes S-Corp and LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Other (If debtor is not one of the above entities, check this box and provide the information requested below) Its or their type of entity: _____	<input type="checkbox"/> Health Care Business <input type="checkbox"/> Single Asset Real Estate located in 11 U.S.C. § 1101 (SRAE) <input type="checkbox"/> Railroad <input type="checkbox"/> Retail Lessor <input type="checkbox"/> Consumer Lessor <input type="checkbox"/> Clearing Bank <input type="checkbox"/> Suspended or liquidated debtor in 11 U.S.C. § 1102 (SLD)	<input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 15 petition for recognition of a Foreign Main Proceeding <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 15 petition for recognition of a Foreign Main Proceeding <input type="checkbox"/> Chapter 13																				
Filing Fee (Check one box): <input type="checkbox"/> 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 the court's installment. Rule 3006(b), the Office of Form 34. <input type="checkbox"/> Filing fee waived (request applicable to Chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 34.		Nature of Debts (Check one box): <input type="checkbox"/> Consumer/Non-Business <input type="checkbox"/> Business Chapter 13 Debtors: Check one box: <input type="checkbox"/> Debtor is a small business debtor as defined in 11 U.S.C. § 303(5)(D). <input type="checkbox"/> Debtor is not a small business debtor as defined in 11 U.S.C. § 303(5)(D). Check #: <input type="checkbox"/> Debtor's aggregate noncontingent unliquidated debts owed to one or more creditors or affiliates are less than \$2 million.																				
Statutory Administrative Information <input type="checkbox"/> Debtor certifies that funds will be available for distribution to unsecured creditors. <input type="checkbox"/> Debtor certifies that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.		THIS SPACE ONLY USE ONLY																				
Estimated Number of Creditors <table border="1"> <tr> <td>1-49</td> <td>50-99</td> <td>100-199</td> <td>200-499</td> <td>500-999</td> <td>1,000-4,999</td> <td>5,000-24,999</td> <td>25,000-99,999</td> <td>100,000-999,999</td> <td>1,000,000 or more</td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>			1-49	50-99	100-199	200-499	500-999	1,000-4,999	5,000-24,999	25,000-99,999	100,000-999,999	1,000,000 or more	<input type="checkbox"/>									
1-49	50-99	100-199	200-499	500-999	1,000-4,999	5,000-24,999	25,000-99,999	100,000-999,999	1,000,000 or more													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Estimated Assets <table border="1"> <tr> <td>\$0 to \$50,000</td> <td>\$50,000 to \$100,000</td> <td>\$100,000 to \$500,000</td> <td>\$500,000 to \$1,000,000</td> <td>\$1,000,000 to \$5,000,000</td> <td>\$5,000,000 to \$25,000,000</td> <td>\$25,000,000 to \$50,000,000</td> <td>More than \$50,000,000</td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>			\$0 to \$50,000	\$50,000 to \$100,000	\$100,000 to \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$5,000,000	\$5,000,000 to \$25,000,000	\$25,000,000 to \$50,000,000	More than \$50,000,000	<input type="checkbox"/>											
\$0 to \$50,000	\$50,000 to \$100,000	\$100,000 to \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$5,000,000	\$5,000,000 to \$25,000,000	\$25,000,000 to \$50,000,000	More than \$50,000,000															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Estimated Debts <table border="1"> <tr> <td>\$0 to \$50,000</td> <td>\$50,000 to \$100,000</td> <td>\$100,000 to \$500,000</td> <td>\$500,000 to \$1,000,000</td> <td>\$1,000,000 to \$5,000,000</td> <td>\$5,000,000 to \$25,000,000</td> <td>\$25,000,000 to \$50,000,000</td> <td>More than \$50,000,000</td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>			\$0 to \$50,000	\$50,000 to \$100,000	\$100,000 to \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$5,000,000	\$5,000,000 to \$25,000,000	\$25,000,000 to \$50,000,000	More than \$50,000,000	<input type="checkbox"/>											
\$0 to \$50,000	\$50,000 to \$100,000	\$100,000 to \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$5,000,000	\$5,000,000 to \$25,000,000	\$25,000,000 to \$50,000,000	More than \$50,000,000															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															

Figure 5b

- ◆ 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.

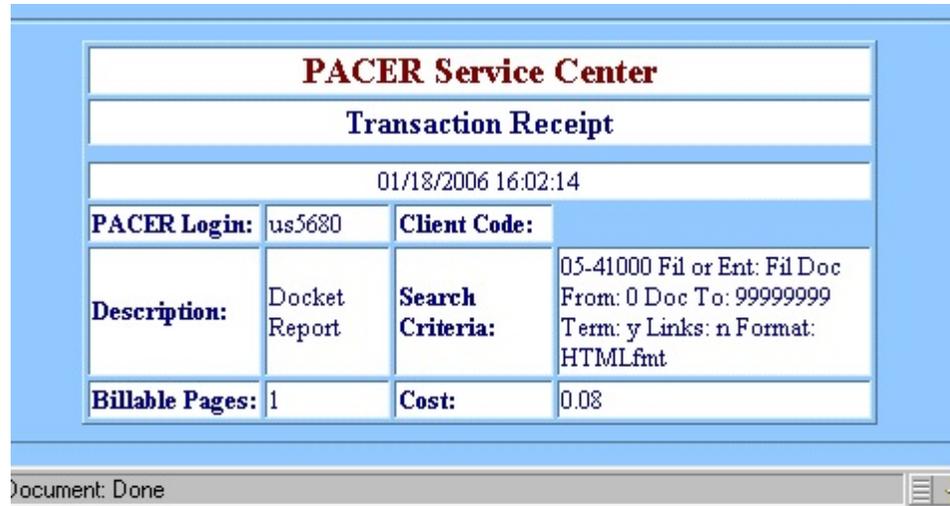


Figure 5c

- 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 5c).