

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 using PACER.

This module will assume that the internet user has accessed CM/ECF using their PACER username 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 **DOCKET REPORT** selection screen displays (See Figure 3).

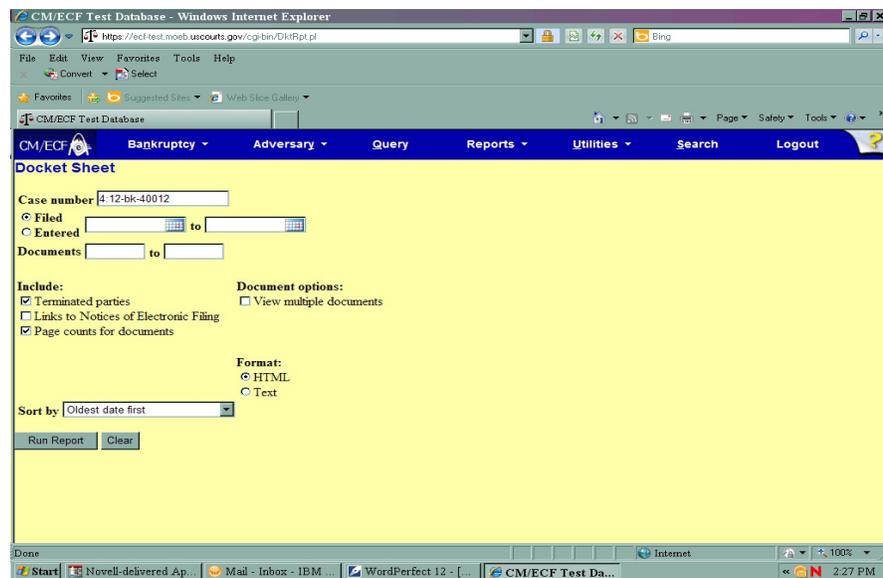


Figure 3

◆ 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.
- **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 4:** The **DOCKET REPORT** displays (See Figure 4a):

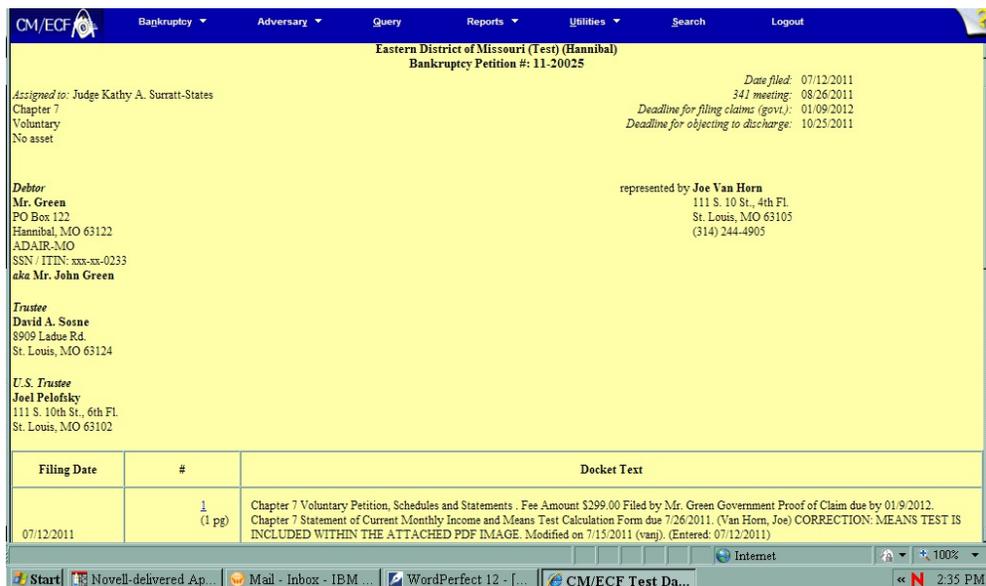


Figure 4a

- ◆ 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.

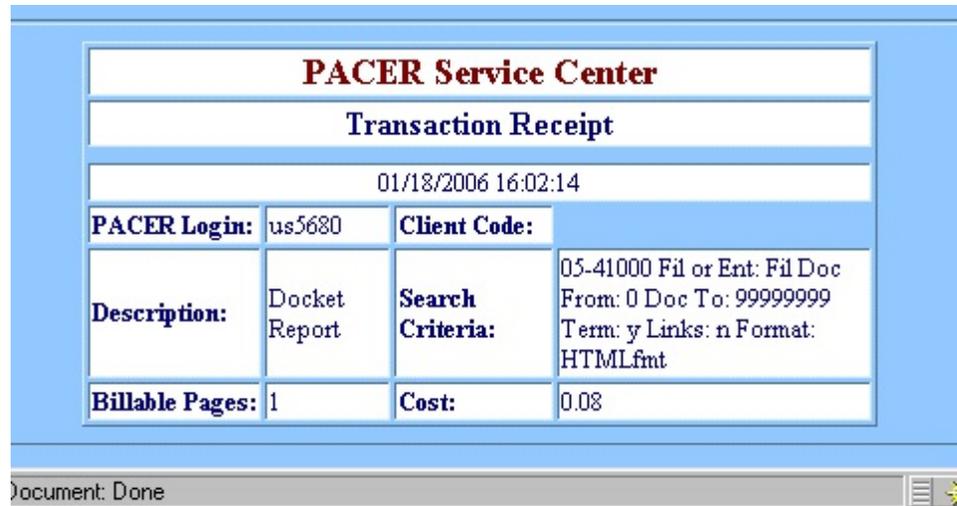
- Clicking on a "blue" document number hyperlink from the docket report will allow you to view the associated PDF document. The selected document will be displayed. (See Figure 4b).

(Official Form 1) (2005)

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 "N/A"):		Last four digits of Sec. Sec./Complete EIN or other Tax I.D. No. (if none, then state "N/A"):																								
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 Bankruptcy Code Under Which the Petition is Filed (Check one box.)																								
<input type="checkbox"/> Individual (include Joint Debtors) <input type="checkbox"/> Corporation (include S-C 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.) State type of entity: _____	<input type="checkbox"/> Health Care Business <input type="checkbox"/> Single Asset Real Estate owned or to be sold in 11 U.S.C. § 1105 (SRA) <input type="checkbox"/> Railroad <input type="checkbox"/> Retail Lessor <input type="checkbox"/> Commodities Broker <input type="checkbox"/> Clearing Broker <input type="checkbox"/> Nonprofit organization (as defined in 11 U.S.C. § 501(c)(3))	<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 Nonmain Proceeding <input type="checkbox"/> Chapter 13																								
Filing Fee (Check one box):		Chapter 13 Debtors																								
<input type="checkbox"/> Full 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 debt except in installments. Rule 3006b, Sec. Office of Form 3A. <input type="checkbox"/> Filing fee waived (applicable to Chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.		<input type="checkbox"/> Consumer/Non-Business <input type="checkbox"/> Business 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 if: <input type="checkbox"/> Debtor's aggregate noncontingent unsecured debts owed to one creditor or affiliates are less than \$2 million.																								
Statistical/Administrative Information		THIS SPACE ONLY TO BE FILLED																								
<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.																										
Estimated Number of Creditors																										
<table border="1"> <tr> <td>1-49</td> <td>50-99</td> <td>100-199</td> <td>200-299</td> <td>300-499</td> <td>500-999</td> <td>1,000-1,999</td> <td>2,000-29,999</td> <td>30,000-99,999</td> <td>100,000-199,999</td> <td>200,000-999,999</td> <td>1,000,000 or more</td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>		1-49	50-99	100-199	200-299	300-499	500-999	1,000-1,999	2,000-29,999	30,000-99,999	100,000-199,999	200,000-999,999	1,000,000 or more	<input type="checkbox"/>												
1-49	50-99	100-199	200-299	300-499	500-999	1,000-1,999	2,000-29,999	30,000-99,999	100,000-199,999	200,000-999,999	1,000,000 or more															
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Estimated Assets																										
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<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 \$10,000,000</td> <td>\$10,000,000 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 \$10,000,000	\$10,000,000 to \$50,000,000	More than \$50,000,000	<input type="checkbox"/>																
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<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 4b

- ◆ 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.

A screenshot of a web browser window displaying a transaction receipt from the PACER Service Center. The receipt is titled "PACER Service Center Transaction Receipt" and shows a timestamp of "01/18/2006 16:02:14". It contains a table with transaction details. The table has four rows: "PACER Login: us5680", "Client Code:" (empty), "Description: Docket Report", "Search Criteria: 05-41000 Fil or Ent: Fil Doc From: 0 Doc To: 99999999 Term: y Links: n Format: HTMLfmt", "Billable Pages: 1", and "Cost: 0.08". The browser's status bar at the bottom shows "Document: Done".

PACER Service Center			
Transaction Receipt			
01/18/2006 16:02:14			
PACER Login:	us5680	Client Code:	
Description:	Docket Report	Search Criteria:	05-41000 Fil or Ent: Fil Doc From: 0 Doc To: 99999999 Term: y Links: n Format: HTMLfmt
Billable Pages:	1	Cost:	0.08

Figure 4c

- 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 4c).