## **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 <u>Reports</u> hyperlink on the CM/ECF Main Menu (See Figure 1).



**STEP 2** The **REPORTS** screen displays, with a list of reports that can be generated (See Figure 2).

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Click on the Docket Report hyperlink.

## **STEP 3** The **DOCKET REPORT** selection screen displays (See Figure 3).

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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):

Eastern District of Missouri (Test) (Hannibal) Bankrupty Petition #: 11-20025         Date filed: 07/12/2011           4zzigmed to: Judge Kathy A. Surratt-States         Date filed: 07/12/2011           541 meeting: 08/26/2011         Deadline for objecting to ducharge: 10/25/2011	CM/ECF	Bankruptcy 🔻	Adversary 🔻	Query	Reports -	Utilities 🔻	Search	Logout	
Assignatio: Judge Kathy A. Surratt-States       341 meeting: 08/26/2011         Chapter 7       Deadline for objecting to ducharge: 10/25/2011         No asset       Deadline for objecting to ducharge: 10/25/2011         Debtor       111 S. 10 St., 4th FL         Mr. Greea       111 St. 10 St., 4th FL         PO Box 122       St. Louis, NO 63103         Hamibal, MO 63124       314 meeting: 08/26/2014         David A. Soare       311 meeting: 08/26/2014         St. Louis, NO 63124       St. Louis, NO 63124         U.S. Trattee       Journal Performant         Journal Performant       11 St. 10 St., 6th FL         St. Louis, NO 63102       #         Filing Date       #         Docket Text       1         11 St. 10 St., 6th FL       St. Louis, NO 63102         Filing Date       #       Docket Text         10/12/2011       (1 pp)       Chapter 7 Voluntary Petition, Schedules and Statements. Fee Amount 529:00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012.         0/12/2011       (1 pp)       Chapter 7 Voluntary Petition, Schedules and Maan Text Calculation Form due 7/0/202011.         0/12/2011       101 pp)       Chapter 7 Statement of Current Meeting Meeting Meeting Form due 7/12/2011				Eastern Di Banl	strict of Missouri (Te kruptcy Petition #: 11	st) (Hannibal) -20025		Date filed: 07/12/2011	
Deter       represented by Jee Van Horn         Mr. Green       111 S. 10 Sr., 4th FI.         PO Box 122       St. Louis, NO 63103         Hamibal, MO 63123       (314) 244.4905         JADAIR-MO       (314) 244.4905         SSN/ ITTN: xxx-sx-0233       (314) 244.4905         dek Mr. John Green       Jonid A. Sone         Sold Adde Rd.       St. Louis, MO 63124         U.S. Traitee       Jonid A. Sone         See Pelofsky       Jonid A. Sone         St. Louis, MO 63124       Louis, MO 63124         U.S. Traitee       Jonid A. Sone         Jonid A. Sone       Sold Adde Rd.         St. Louis, MO 63102       Chapter 7 Voluntary Petition, Schedules and Statements. Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012.         Thing Date       1         (1) rupp:       Chapter 7 Voluntary Petition, Schedules and Statements. Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012.         (1) rupp:       Chapter 7 Voluntary Petition, Schedules and Statements. Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012.         (1) rupp:       Chapter 7 Statement of Current Monthly Income and Means Test Calculation Form due 7/62011. (Van Horn, Joe) CORRECTION: MEANS TEST IS INCLUDED WITHIN THE ATTACHED PDF IMAGE. Modified on 7/15/2011 (van). Gentered: 07/12/2011)	Assigned io: Judge Kathy Chapter 7 Voluntary No asset	A. Surratt-States				D. Deau	eadline for filing c dline for objecting	341 meeting: 08/26/2011 laims (govt.): 01/09/2012 to discharge: 10/25/2011	
kk Mr. John Green Trustee David A. Some StyO Ladae R4. St. Louis, MO 63124 U.S. Trustee Joel Pelofsky III.S. 10th St., 6th FI. St. Louis, MO 63102           Filling Date         #         Docket Text           1         Chapter 7 Voluntary Petition, Schedules and Statements - Fee Amount \$299.00 Filed by Mr. Green Government Proof of Claim due by 01.9/2012. (1 pg) Chapter 7 Voluntary Petition, Schedules and Statements - Fee Amount \$299.00 Filed by Mr. Green Government Proof of Claim due by 01.9/2012. (1 pg) Chapter 7 Statement of Current Monthly Income and Means Test Calculation Form due 7/6/2011. (Van Horn, Joe) CORRECTION: MEANS TEST IS INCLUDED WITHIN THE ATTACHED PDF IMAGE. Modified on 7/15/2011 (vanj). (Entered: 07/12/2011)	Debtor Mr. Green PO Box 122 Hannibal, MO 63122 ADAIR-MO SSN / ITIN: xxx-xx-0233					repres	sented by <b>Joe Van</b> 111 S. 1 St. Loui (314) 24	<b>1 Horn</b> 0 St., 4th Fl. s, MO 63105 14-1905	
U.S. Trustee Jeel Pelofsky 111 S. 10th St., 6th Fl. St. Louis, MO 63102 Filing Date # Docket Text 1 07/12/2011 Chapter 7 Voluntary Petition, Schedules and Statements . Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012. Chapter 7 Voluntary Petition, Schedules and Statements . Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012. Chapter 7 Voluntary Petition, Schedules and Statements . Fee Amount 529.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012. INCLUDED WITHIN THE ATTACHED PDF IMAGE. Modified on 7/15/2011 (vanj). (Entered: 07/12/2011)	aka Mr. John Green Trustee David A. Sosne 8909 Ladue Rd. St. Louis, MO 63124								
Filing Date         #         Docket Text           07/12/2011         1 (1 pg)         Chapter 7 Voluntary Petition, Schedules and Statements. Fee Amount \$299.00 Filed by Mr. Green Government Proof of Claim due by 01/9/2012. Chapter 7 Statement of Current Monthly Income and Means Test Calculation Form due 7/6/2011. (Van Horn, Joe) CORRECTION: MEANS TEST IS INCLUDED WITHIN THE ATTACHED PDF IMAGE. Modified on 7/15/2011 (vanj). (Entered: 07/12/2011)	U.S. Trustee Joel Pelofsky 111 S. 10th St., 6th Fl. St. Louis, MO 63102								
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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).

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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.

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		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
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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).