Cases Report

This lesson describes the Cases Report and how it can be generated. The Cases Report presents information from the court's database with a variety of selection criteria for case management and tracking.

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 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 <u>Cases</u> hyperlink.

STEP 3 The PACER LOGIN screen displays (See Figure 3).

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Figure 3

- **NOTE:** The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.
 - Enter your PACER assigned **Login** and **Password** (these fields are case sensitive).
 - Enter the **Client Code**. 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. To change the client code within a session, go to Change Client Code under the Utilities Menu.
 - Click on the **[Login]** button.

STEP 4 The CASES REPORT selection screen displays. (See Figure 4a.)

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Figure 4a

- The following fields are available for selecting/entering criteria for generating the Cases Report:
 - **Office** Allows you to specify the divisional office activity you want included on the report. The default is all offices.
 - Case Type The choices are ap Adversary Proceedings, bk - Bankruptcy, or mp - miscellaneous proceedings. The default is all cases.
 - Chapter Cases can be selected by Chapter 7, 9, 11, 12, 13, 15, or 304. The default is all chapters.
 - **Trustee** Allows you to limit case information by trustee. The default is all trustees
 - **Attorney** Allows you to specify attorney (see more info in below).
 - Date Type Allows you to specify which date is used when generating the report. The choices are Filed, Entered, Discharged, Dismissed, Closed, or Converted. The default is Filed Date.
 - From/To Enter a beginning and/or ending date time frame must be 31 days or less. Default dates will vary and will be set by your local court. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.

- **Open cases** You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- Closed cases The option to include or exclude closed cases is available. The default in this box is no closed cases.
- **Party information** Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).
- Sort by Allows you to select up to three sorting order sequences for the report. The choices are Filed Date, Entered Date, Case Number, Case Type, Office or Trustee. The default is Filed Date.
- You may choose an Output Format of **Formatted Display** or **Data Only.** The default is Formatted Display. Figure 5a below is an example of Formatted Display.
- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button.
- If an Attorney is selected for the report, a screen with more options appears (See Figure 4b)

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You may include more than one Attorney in your report (See Figure 4c)

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STEP 5 The **CASES REPORT** displays next. **(See Figure 5a.)** All reports can be printed by clicking on the browser's Print button.

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			Cases Report for	7/12/201	1			
			U.S. Bankruptcy	Court				
			Eastern District of Mi	ssouri (Te	st)			
Case No. Related Case Info	Тр	Ch	Party Info	Judge Trustee	Da	ates	Other Info	
1-10036	bk	13	E-Orders Test Case #2 and E-Orders Test Case #2 (Debtor #2) Attorney for Debtor: David W. Walker Attorney for Debtor: David W. Walker	Schermer Labarge		06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Installment County: CAPE GIRARDEAU-MO	
1-10037	bk	13	E-Orders Test Case #6 Debtor: Pro se	Schermer Labarge		06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Installment County: MADISON-MO	
1-10075	bk	13	James Michael Murphy Attorney for Debtor: David Nelson Gunn	Schermer trusteetest2		06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Paid County: CAPE GIRARDEAU-MO	
11-10076	bk	13	John James Winters Attorney for Debtor: James Brown	Schermer trusteetest2		06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Paid County: CAPE GIRARDEAU-MO	
11-20019	bk	13	E-Orders Test Case #3 Attorney for Debtor: atty1	Surratt- States Labarge		06/01/2011	Office: Hannibal Assets: Yes Fee: Paid	

- The following information will be displayed on the Cases Report:
 - Case No./Related Case Info Displays the assigned case number, chapter, and debtor. Clicking on the case number hyperlink will allow you to generate a Docket Report.

If the Case Type is an Adversary Proceeding **(ap)**, the "Lead" case number appears beneath the adversary case number hyperlink.

- **Tp** (Type Proceeding) Displays either **ap** or **bk**.
- **Ch** (Chapter) Displays either **7**, **9**, **11**, **12**, **13**, **15**, or **304**.
- Party Info Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for ap cases. Attorney for debtor or if the case is pro se. Attorney(s) for plaintiff and/or defendant(s).
- **Judge/Trustee** If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.
- **Dates** Date information will include the dates the proceedings were either Filed, Converted, Dismissed, Discharged, Closed, or Entered.
- **Other Info** Other information may include the divisional office, asset designation, fee status, county and state.
- ♦ A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages. (See Figure 5b.)

Total Number of Cases I Open Cases Only	Reported: 167			
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		Transaction		
		09/04/2002 1	4:56:16	
	PACER Login:	ao0055	Client Code:	
	Description:	Cases File	d Rpt	
	Billable Pages:	6	Cost:	0.42

Figure 5b

 Clicking on any of the Case Number hyperlinks will display the DOCKET SHEET screen, allowing you to enter criteria for generating the Docket Report. (See Figure 5c.)

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NOTE: Refer to the **DOCKET REPORT** section in your CW/ECF External User Manual for more information on the Docket Report.