

# Cases Report

## *For Attorneys*

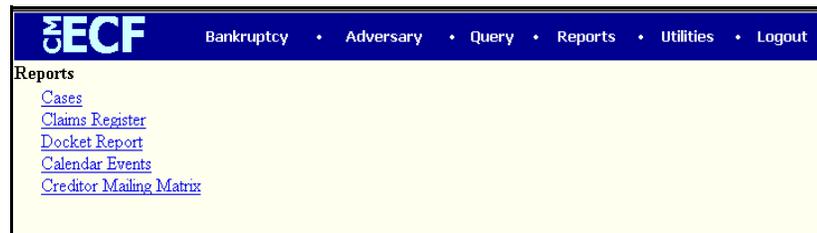
This lesson describes the Cases Report and how it can be generated. The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

- STEP 1** 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 Cases hyperlink.

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

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, 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:

Make this my default PACER login

**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 4.)

**Figure 4**

- 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 cases to be included on the report. The default is all offices.
  - **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy. The default is all cases.
  - **Chapter** – Cases can be selected by Chapter **7, 9, 11, 12, 13, or 304**. The default is all chapters.
  - **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. The default is the current date. 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**, or **Office**. The default is Filed Date.
- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button.

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

| Case No.<br>Related Case Info                               | Tp | Ch | Party Info                                     | Judge Trustee | Dates             | Other Info                                      |
|---|----|----|--|---------------|-------------------|---|
| <a href="#">00-01009</a><br>Lead BK: 00-10000<br>Chapter: 7 | ap |    | Rowland Carpets v. Clifford et al              | Bean          | Filed: 08/17/2000 | Office: Pleasantville                           |
| <a href="#">00-02222</a><br>Lead BK: 00-10000<br>Chapter: 7 | ap |    | Malcolm's Motor Works v. Student Loan Alliance | Strasberg     | Filed: 08/17/2000 | Office: Pleasantville                           |
| <a href="#">00-10041</a>                                    | bk | 7  | Morgal Machine                                 |               | Filed: 08/28/2000 | Office: Pleasantville<br>Asset: No<br>Fee: Paid |

**Figure 5a**

- 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, or 304**.

- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.
  - **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, and fee status.
- A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were

Total Number of Cases Reported: 199

Open and Closed Cases

|                             |                 |              |
|-----------------------------|-----------------|--------------|
| <b>PACER Service Center</b> |                 |              |
| <b>Transaction Receipt</b>  |                 |              |
| 01/18/2001 16:11:06         |                 |              |
| PACER Login:                | ac0033          | Client Code: |
| Description:                | Cases Filed Rpt |              |
| Billable Pages:             | 14              | Cost: 0.98   |

**Figure 5b**

included, and number of billable pages. (See 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.)

**Figure 5c**

**NOTE:** Refer to the **DOCKET REPORT** module in your CM/ECF Student Guide for more information on the Docket Report.