

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 Reports hyperlink on the CM/ECF Main Menu (See Figure 1.)

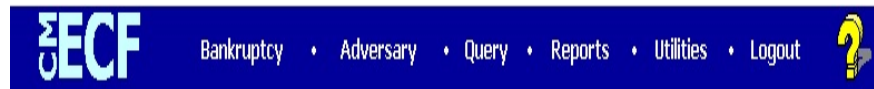


Figure 1

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

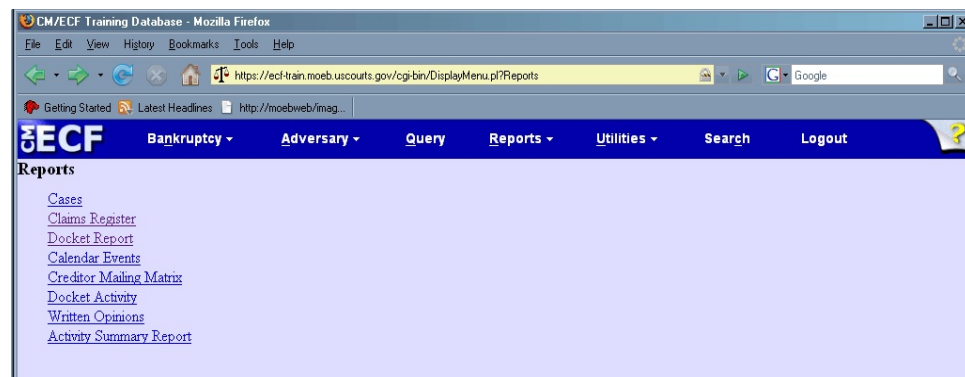
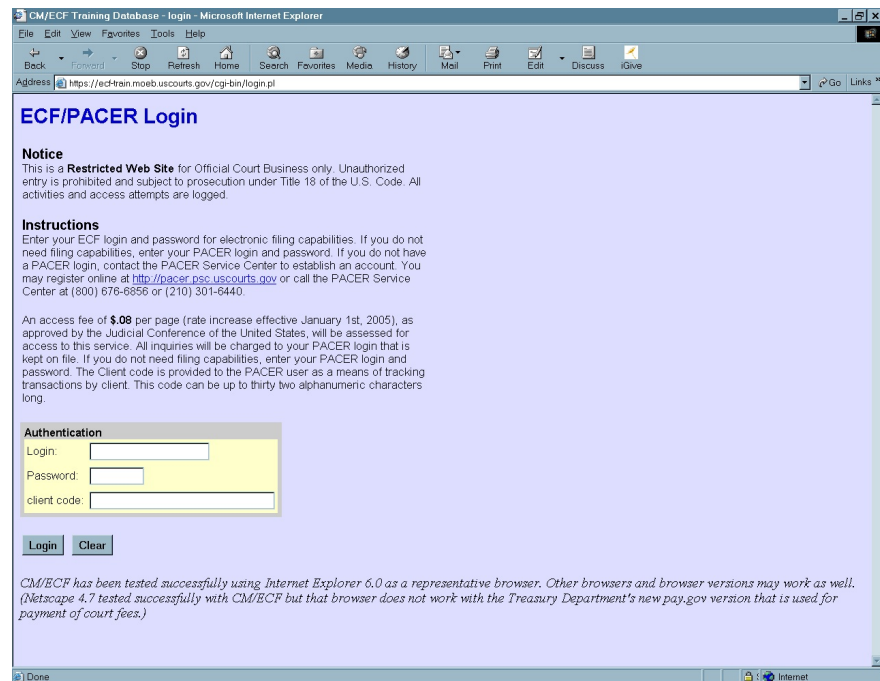


Figure 2

- ◆ Click on the Cases hyperlink.

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

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**)

The screenshot shows the 'Cases Report' form in the CM/ECF system. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Search' menus, along with a 'Logout' button. A warning message states: 'Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).' The form contains several sections:

- Office:** A dropdown menu with 'Cape Girardeau' and 'Hannibal' options.
- Case Type:** A dropdown menu with 'ap' and 'bk' options.
- Chapter:** A dropdown menu with '7' and '9' options.
- Trustee:** A dropdown menu with 'Blackwell, Robert J.' and 'Brown, Tracy A.' options.
- Attorney:** A section with input fields for 'Last name' (containing 'mullen'), 'First name', and 'Bar ID', along with a 'Search' button.
- Attorneys for:** A section with checkboxes for 'Debtors', 'Plaintiffs', 'Defendants', 'Creditors', and 'All' (which is checked).
- Selected, click to remove:** A list box containing 'Mullen, TJ'.
- Date Type:** A dropdown menu set to 'Filed date', with 'From' and 'to' date fields set to '7/1/2011' and '7/12/2011' respectively.
- Open cases:** A checked checkbox.
- Closed cases:** An unchecked checkbox.
- Party information:** An unchecked checkbox.
- Pro se cases only:** An unchecked checkbox.
- Sort by:** A dropdown menu set to 'Filed Date'.

 The bottom of the screenshot shows a Windows taskbar with 'Done', 'Internet', and a 95% battery level indicator.

Figure 4b

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

Figure 4c

- 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. Related Case Info	Tr	Ch	Party Info	Judge Trustee	Dates	Other Info
11-10036	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	Filed: 06/01/2011 Entered: 06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Installment County: CAPE GIRARDEAU-MO
11-10037	bk	13	E-Orders Test Case #6 Debtor: Pro se	Schermer Labarge	Filed: 06/01/2011 Entered: 06/01/2011	Office: Cape Girardeau Assets: Yes Fee: Installment County: MADISON-MO
11-10075	bk	13	James Michael Murphy Attorney for Debtor: David Nelson Gunn	Schermer trusteetest2	Filed: 06/01/2011 Entered: 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	Filed: 06/01/2011 Entered: 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	Filed: 06/01/2011 Entered: 06/01/2011	Office: Hannibal Assets: Yes 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, 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 Reported: 167															
Open Cases Only															
<table border="1"> <tr> <td colspan="2" style="text-align: center;">PACER Service Center</td> </tr> <tr> <td colspan="2" style="text-align: center;">Transaction Receipt</td> </tr> <tr> <td colspan="2" style="text-align: center;">09/04/2002 14:56:16</td> </tr> <tr> <td>PACER Login:</td> <td>ao0055</td> </tr> <tr> <td>Description:</td> <td>Cases Filed Rpt</td> </tr> <tr> <td>Billable Pages:</td> <td>6</td> </tr> <tr> <td>Cost:</td> <td>0.42</td> </tr> </table>		PACER Service Center		Transaction Receipt		09/04/2002 14:56:16		PACER Login:	ao0055	Description:	Cases Filed Rpt	Billable Pages:	6	Cost:	0.42
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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.)

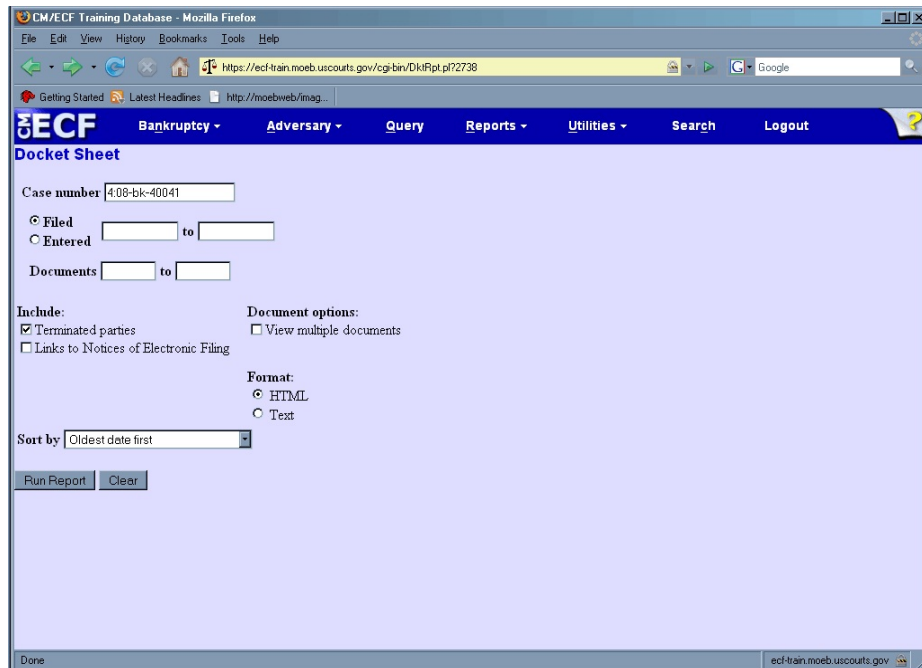


Figure 5c

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