

CM/ECF Participant's Guide

ECF REPORT EVENTS

Updated 02/25/2008

STEP 1 - To view case information, click on the **Reports** hyperlink on the CM/ECF Main Menu Bar. You will be asked to enter your PACER login and password if you are not already logged into PACER. Applicable PACER charges will apply.



STEP 2 - The **REPORTS** screen will appear. To view report information, click on the applicable hypertext link to access a particular category.

Cases Hyperlink:

- The selection criteria fields include:
 - **Office** - select and click on appropriate office.
 - **Case Type** - select and click on **bk** for bankruptcy, **ap** for adversary, or **mp** for miscellaneous.
 - **Chapter** - select and click on a specific chapter.
 - **Trustee** - select and click on a specific trustee.

(You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press the [Ctrl] button and click on each item to be included.)

- **Date Type** - select and click the down arrow to the right of field for date type of cases to be displayed, (e.g. Filed Date, Entered Date, Discharged Date, Dismissed Date, Closed Date, or converted Date).
- **From** - click in box and type in a start and end date for the report to display.
- **Open Cases** - click on box to deselect open cases, if applicable.
- **Closed Cases** - click on box to select closed cases, if applicable.
- **Party Information** - click on box to have report display party information, if applicable.
- **Sort By** - you are allowed three boxes in which to select criteria for the report to sort,

click down arrow to right of field for list.

- Click on **[Run Report]** to continue or **[Clear]** to reselect criteria.
- To view case information, click on the case number hyperlink displayed in the report to access the docket sheet.

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Charleston, Columbia
Case Type: ap, bk
Chapter: 7, 9
Trustee: Allman, M. Joseph, Anderson, Robert Frank
Date Type: Filed date
From: 2/7/2008 to 2/7/2008
 Open cases
 Closed cases
 Party information
Sort by: Filed Date
Output Format: Formatted Display, Data Only

Claims Register Hyperlink:

- Displays claims filed for a specific case. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **Creditor Type** - Leave blank (all creditors are uploaded to the case as Creditor).
 - **Creditor Number** - Leave blank to bring up all creditors having filed a claim or click in the box and type a specific creditor number.
 - **Creditor Name** - Leave blank to bring up all creditors having filed a claim or click in the box and type a specific creditor name. It is not necessary to enter a creditor's entire name, the system will search the first letter for the name and only exact matches will be displayed. For the most thorough search, leave this field blank.
 - **Filed or Entered Date** - The report defaults to run using the filed date. To display a register using the entered date, click on the **Date Type** and choose **Entered**.
 - **Claim Number** - Leave blank to display all claims that fall within the other search criteria or click in the boxes and type specific claim numbers.
 - **Sort by** – You are allowed two boxes in which to select the criteria for the report to display, click the down arrow to the right of the field to display list.
- Click on **[Run Report]** to continue or **[Clear]** to reselect criteria.

Claims Register

Case number

Creditor type Creditor number

Creditor name

Claim number to

Filed to

Entered

Sort by

- To view a claim, click on the Claim number hypertext link. PACER transaction receipt will appear reflecting the number of pages that will be billed to your account, click on View Document to continue.

Docket Report Hyperlink:

- Allows users to view and print a listing of all events docketed to a specific case. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **Filed** - Click on the **Filed** button to sort docket text using the Filed date.
 - **Entered** - Click on the **Entered** button to sort docket text using the Entered date. After selecting the date type to be displayed, you can enter a date range for the docket to display. Leave blank to display all docket entries or click in the box and enter a specific start and end date range.
 - **Documents** - Leave blank to display all documents or enter a beginning and ending number range for docket to display.
 - **Include terminated parties** - Click in the box to deselect so terminated parties are not displayed.
 - **Sort by** - Click the down arrow to the right of the box to select how the docket is to be sorted.
- Click on **[Run Report]** to continue or **[Clear]** to reselect criteria.

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include terminated parties

Include links to Notice of Electronic Filing

HTML

Text

Sort by

- To view a specific document, click on the docket number hypertext link. PACER transaction receipt will appear reflecting the number of pages that will be billed to your account, click on View Document to continue.
- To view the Notice of Electronic Filing, click on the silver bullet next to the docket number hypertext link. This is available only if the **Include Links to Notice of Electronic Filing** option was selected on the criteria screen.
- The receipt type screen appears.
- Click appropriate radio button to select the receipt type.
- Click [**Display Receipt**] to continue or [**Clear**] to reselect the receipt type.
- The Notice of Electronic Filing screen appears.

Mailing Matrix Hyperlink:

Note: In order to view this report you must first be logged into CM/ECF, then click on the Report Menu on the CM/ECF Main Menu Bar. You will be prompted to enter your PACER login.

- Displays a mailing matrix for a specific case. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **All** - Click this box to select all participants for the case or leave this box blank and select any combination of Participants, Special Mailing Group or Creditors.
 - You may also select **Judge, US Trustee, Attorneys, Trustee** or **Debtor's Attorney** by selecting the corresponding box.
 - Click the [**Next**] button to continue or [**Clear**] to reselect.
 - The mailing labels will appear in PDF format and may be printed on labels.

Mailing Labels by Case

Case number

All *Select ALL participants for case*

OR
Select any combination of the following

Participants	Special mailing group	Creditors
<input type="checkbox"/> 3rd Party Plaintiff <input type="checkbox"/> 3rd Pty Defendant	<input type="checkbox"/> sg1	<input type="checkbox"/> Creditor Committee Members <input type="checkbox"/> Creditors who have filed claims
<input type="checkbox"/> Judge <input type="checkbox"/> US Trustee	<input type="checkbox"/> Attorneys <input type="checkbox"/> Trustee	<input type="checkbox"/> Debtor's attorney(s)

Print format

Calendar Events Report Hyperlink:

- Displays a report of events scheduled for the date or time period selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **Judge** - You may select a specific Judge or leave blank to include all Judges.
 - **Office** - You may select the specific division or leave blank to include all divisions.
 - **Calendar Events** - Click to select a specific hearing event, to select two or more, press down the [Ctrl] key and then click on the selections.
 - **Set** - Click in the box and enter a beginning and ending date for the report.
 - **Time** - Click in **Time** box and type a specific time of the hearing (include the colon) and use AM or PM radio buttons. Leave blank if all hearings for any time are desired.
 - **Sort** - Click on the right field and select appropriate sort option.
- Click on [Run Report] to continue or [Clear] to reselect criteria.

Calendar Events

Case number	<input type="text"/>		
Judge	<input type="text" value="Bishop, Wm. Thurmond"/> <input type="text" value="Bishop, Wm. Thurmond"/>	Office	<input type="text" value="Charleston (2)"/> <input type="text" value="Columbia (3)"/> <input type="text" value="Spartanburg (7)"/>
Calendar events	<input type="text" value="All Hearings"/> <input type="text" value="341 Meeting"/> <input type="text" value="341 Meeting (No ObjDisch)"/>	Set	<input type="text" value="10/25/2002"/> to <input type="text"/> <input type="radio"/> Both <input type="radio"/> AM <input type="radio"/> PM
Sort by	<input type="text" value="Time"/>	Time	<input type="text"/> <input type="radio"/> AM <input type="radio"/> PM
<input type="button" value="Run Report"/>		<input type="button" value="Clear"/>	

- The Calendar Events report screen appears.
- To print the report, click on the browser print button from the toolbar.
- To see related entries, click on the silver bullet icon next to the hearing description.
- The Related Proceeding report screen displays.
- To view the documents from Related Proceedings report, click on the document number hyperlink.

Related Proceedings Report

Case Number: [1-8125 Sherrel Aiken Brown \(docket entries only\)](#)

PREV DSM

Filing Date # Docket Text

11/30/2001 [8](#) Notice of Possible Hearing Re: [13-1] Hearing Notice (Notice Served On: 11/27/01)
Scheduled For 9:00 1/9/02 at Charleston ; Objections to Motion Due: 12/17/01 ;
Review to process order on 12/24/01 . (Owen,L)

Related Proceedings:

Filing Date # Docket Text

11/30/2001 14 Certificate Of Service By J. Steven Huggins for Debtor Sherrel Aiken Brown Of [12-1]
Application To Abandon 4891 Nesbitt Ave No Charleston by Sherrel Aiken Brown,
[13-1] Hearing Notice . (Owen,L)

Calendar Text:

Claims Activity Hyperlink:

- Displays a report of Claims activity selected for a certain time frame. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **Office** - You may select the specific division or leave blank to include all divisions.
 - **Trustee** - You may select a specific trustee. To select multiple trustees, hold down the Control Key and select. Leave blank to include all trustees.
 - **Chapter** - You may select a specific chapter. To select multiple chapters, hold down the Control Key and select. Leave blank to include all chapters.
 - **Creditors Name** - Enter a creditor's name to search for a specific creditor's claim or leave this field blank to include all.
 - **Entered Between** - Enter the dates if searching within a specific time frame. Leave blank if the time frame is unknown.
 - **Sort** - Click on the right field and select appropriate sort option. The report will default to sort by case number and claim number.
- Click on **[Run Report]** to continue or **[Clear]** to reselect criteria.

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Claims Activity

Case number Office

Trustee

Chapter

Creditor name
Entered between and
Sort by

Docket Activity Hyperlink:

- Displays a report of docket events selected for a certain time frame. The selection criteria fields include:
 - **Case Number** - Click in the box and type a specific case number.
 - **Only cases to which I am linked** - The report defaults to run only for cases in which you are involved.
 - **Office** - You may select the specific division or leave blank to include all divisions.
 - **Case Type** - You may select a specific type of case or leave blank to include all types.
 - **Category** - You may select a specific document category. To select multiple categories, hold down the Control Key and select. Leave blank to include all categories.
 - **Entered between** - Click in the box and enter a beginning and ending date for the report.
 - **Summary Text/Full Docket Text** - Click the radio button to select summary text or full docket text.
 - **Sort** - Click on the right field and select appropriate sort option. The report will default to

sort by case number.

- Click on **[Run Report]** to continue or **[Clear]** to reselect criteria.

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Docket Activity Report

Case number

Office Charleston
Columbia

Case type ap
bk

Category SCBApi
answer
appeal

Entered between 2/6/2008 to 2/7/2008

Summary Text
 Full Docket Text

Sort by Case Number