ECF REPORT EVENTS
Updated 11/17/2022

STEP 1 – To view case information, log into CM/ECF using your individual PACER username and password. Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar. Applicable PACER charges will apply.

Reports

- Cases
- Claims Register
- Docket Report
- Mailing Matrix by Case
- Judgment Index
- Calendar Events
- Docket Activity
- Claims Activity Report
- Activity in My Cases
- My ECF Activity
- Written Opinions
- List of Creditors

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:

- o **Output format.**
- o **Closed Cases** – click the box to select closed cases, if applicable.
- o **Party Information** – click the box to have the report display party information, if applicable.
- o **Sort By.**

- 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.

Claims Register Hyperlink:

- Displays claims filed for a specific case. The selection criteria fields include:

  - o **Case Number** – Click in the box and type a specific case number.
  - o **Creditor Type** – Leave blank (all creditors are uploaded to the case as Creditor).
  - o **Creditor Number** – Leave blank to bring up all creditors having filed a claim or click in the box and type a specific creditor number.
  - o **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.
  - o **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.
  - o **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**.
  - o **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	3:21-bk-345
Creditor type	Creditor / Administrative
Creditor number	
Creditor name	
Claim number	___ to ___ ☐ View multiple documents
⦿ Filed ○ Entered	1/1/1988 to 8/16/2022
Sort by	Claim Number / Filed Date

☐ View claims summary report

Run Report   Clear

- 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:

  o **Case Number** – Click in the box and type a specific case number.
  o **Filed** – Click on the **Filed** button to sort docket text using the Filed date.
  o **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.
  o **Documents** – Leave blank to display all documents or enter a beginning and ending number range for docket to display.
  o **Include terminated parties** – Click in the box to deselect so terminated parties are not displayed.
  o **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.

- 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 you **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: To view this report, you must first be logged into CM/ECF through PACER using your individual username and password, then click on the Report Menu on the CM/ECF Main Menu Bar.

- Displays a mailing matrix for a specific case. The selection criteria fields include:

    o **Case Number** – Click in the box and type a specific case number.
    o **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.
    o You may also select **Judge, US Trustee, Attorneys, Trustee** or **Debtor's Attorney** by selecting the corresponding box.
    o Click the **[Next]** button to continue or **[Clear]** to reselect.
    o The mailing labels will appear in PDF format and may be printed on labels.

Judgment Index:

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:

    o **Case Number** – Click in the box and type a specific case number.
    o **Judge** – You may select a specific Judge or leave blank to include all Judges.
    o **Office** – You may select the specific division or leave blank to include all divisions.
    o **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.
    o **Set** – Click in the box and enter a beginning and ending date for the report.
    o **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.
    o **Sort** – Click on the right field and select appropriate sort option.

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

- 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: **22-0500 Joe Debtor (docket entries only)**
PREV DSM

Filing Date	**#**	**Docket Text**
11/30/2022	8	Notice of Possible Hearing Re: [13] Hearing Notice (Notice Served on: 11/27/2022). Scheduled for 9:00 1/9/2022 at Columbia; Objections to Motion Due: 12/17/2022; Review to process order on 12/24/2022.

Related Proceedings:

Filing Date	**#**	**Docket Text**
11/30/2022	14	Certificate of Service by Bill Attorney for Debtor Joe Debtor [12] Application to Abandon 1001 Main Street, Columbia, SC by Bill Attorney [13] Hearing Notice. (Attorney, Bill)

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.

Claims Activity

Case number [   ] Office [Charleston / Columbia]

Trustee [Allman, M. Joseph / Anderson, Robert F.] Chapter [7 / 9]

Creditor name [   ]

Entered between [8/15/2022] and [8/16/2022]

Sort by [Case Number ▾] [Claim Number ▾] [▾]

[Run Report] [Clear]

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.

Docket Activity 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).

Case number [   ] ☑ Only cases to which I am linked

Office [Charleston / Columbia] Case type [ap / bk]

Category [SCBApi / answer / appeal] ☐ Open cases ⦿ Summary Text
☐ Closed cases ○ Full Docket Text

Entered [8/15/2022] [ ] to [8/16/2022] [ ]

Sort by [Case Number ▾] [▾]

[Run Report] [Clear]