

# Docket Report

## *For Trustees and Attorneys*

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

- STEP 1** After you have logged in to CM/ECF, 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 [Docket Report](#) hyperlink.

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

**Figure 3**

**NOTE:** Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your PACER **Login** and **Password**. (These fields are case sensitive).
- ◆ Enter the **Client Code** (optional). 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.

- ◆ Click on the **[Login]** button.

**STEP 4** The **DOCKET REPORT** selection screen displays (See Figure 4).

**Figure 4**

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. **This feature enables users to be charged only for the desired data on large cases.**
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Sort by** – This selection allows you to sort the entries in the report by “Oldest date first” or “Most recent date first”. This can also affect the number of pages and PACER charges if you are interested only in the most current activity.
- ◆ The **[Clear]** button will reset all fields to their default values.
- ◆ After entering your criteria, click on the **[Run Report]** button.
- ◆ **STEP 5:** The **DOCKET REPORT** displays (See Figure 5a):

The screenshot shows the CM/ECF interface for a bankruptcy case. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main header identifies the court as the U.S. Bankruptcy Court, Western District of Kentucky (Bowling Green), with Bankruptcy Petition #: 02-10001. The case is assigned to J. L. Cooper and was filed on 03/07/2002. The debtor is John Doe, represented by Jan Morris, Joe Attorney. The trustee is Harry Mathison. Below this information is a table with columns for Filing Date, #, and Docket Text.

Filing Date	#	Docket Text
03/07/2002	1	Chapter 7 Voluntary Petition. Receipt Number 12335, Fee Amount \$200. Filed by John Doe. (Craven, S.) (Entered: 03/07/2002)

**Figure 5a**

**NOTE:** Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report.

- ◆ If you click on a “blue” document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry (See Figure 5b).

Official Form 9 (9/97)	
FORM 9 United States Bankruptcy Court District of Voluntary Petition	
Name of Debtor (if individual, enter last, first, middle):	Name of Joint Debtor (Spouse) Last, First, Middle:
All Other Names used by the Debtor in the last 6 years (include aliases, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include maiden, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
Location of Principal Assets of Business Debtor (if different from street address):	

Figure 5b

- ◆ A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages (See Figure 5c).

ECF Query Reports Utilities Logout

To accept, change, or print bills, click on the "View Document" button, otherwise click the "Back" button on your browser.

Pacer Service Center			
Transaction Receipt			
File: 03-0000000000			
Pacer Tagline:	03-0000	Client Codes:	
Description:	Image	Case Number:	03-0000
Billable Pages:	1	Cost:	0.00

View Document

Figure 5c

- ◆ Click on the [View Document] button to view the associated PDF document.

- ◆ After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

**NOTE:** DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.