

Docket Sheet Report

The Docket Sheet Report displays a cover page and docket entries for a single case.

From the Main Menu: **Reports** ⇨ **Docket Sheet.**
 Query ⇨ **Docket Sheet.**

Locating the Case

CM/ECF will display the **Docket Sheet Report** selection screen.

Notice the **Run Report** button has been grayed out. This indicates that the report can not be run until a valid case number is located.

The screenshot shows the CM/ECF interface for the Docket Sheet Report. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. The main heading is 'Docket Sheet'. Below this, there is a 'Case number' input field, which is currently empty and highlighted with a red box. Underneath are radio buttons for 'Filed' (selected) and 'Entered', followed by 'to' fields. There are also 'Documents' input fields. The 'Include:' section has checkboxes for 'Terminated parties' and 'Links to Notices of Electronic Filing'. The 'Document options:' section has checkboxes for 'Include headers when displaying PDF documents', 'View multiple documents', and 'Create Appendix'. The 'Format:' section has radio buttons for 'HTML' (selected) and 'Text'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are two buttons: 'Run Report' (grayed out) and 'Clear' (active).

When a case number is typed in the case number field, a **Find This Case** button appears, and the **Run Report** button is activated

This screenshot shows the same CM/ECF interface, but now the 'Case number' field contains the text '08-01'. A 'Find This Case' button has appeared to the right of the input field and is highlighted with a red box. The 'Run Report' button at the bottom is now active (no longer grayed out), while the 'Clear' button remains active.

CM/ECF will display the **Docket Sheet Report** selection screen.

Notice the **Run Report** button has been grayed out. This indicates that the report can not be run until a valid case number is located.

The screenshot shows the ECF Docket Sheet report selection screen. The interface includes a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' menus. The main title is 'Docket Sheet'. Below the title, there is a 'Case number' input field, which is currently empty and highlighted with a red box. Below this, there are radio buttons for 'Filed' (selected) and 'Entered', followed by 'to' and another empty input field. There is also a 'Documents' input field followed by 'to' and another empty input field. The 'Include:' section has two checkboxes: 'Terminated parties' and 'Links to Notices of Electronic Filing', both of which are unchecked. The 'Document options:' section has three checkboxes: 'Include headers when displaying PDF documents', 'View multiple documents', and 'Create Appendix', all of which are unchecked. The 'Format:' section has two radio buttons: 'HTML' (selected) and 'Text'. Below the format section is a 'Sort by' dropdown menu set to 'Oldest date first'. At the bottom, there are two buttons: 'Run Report' (grayed out) and 'Clear'.

Selecting the Search Criteria.

After a valid case number is located, the **Docket Sheet Report** selection screen re-displays.

Prior to running the report, review the various options and select your search criteria.

The screenshot shows the ECF Docket Sheet report selection screen with a valid case number '1:08-bk-1' entered in the 'Case number' field, which is highlighted with a red box. The 'Run Report' button is now active (not grayed out). The rest of the interface, including the 'Include:', 'Document options:', and 'Format:' sections, remains the same as in the previous screenshot.

Filed or Entered. It is not required to select either the Filed (dated filed with the court) or Entered radio button (date entries were made in CM/ECF).

Entering the start and end dates is particularly beneficial when narrowing your search in larger cases and when seeking to reduce PACER charges.

Documents. Similarly, in an effort to narrow your search, you may enter a specific from/to range of document numbers.

- If a document number range is specified, docket entries that do not have number are not listed.
- If no document number range is entered, all events are listed whether or not they have numbers.

Include. Select or deselect by clicking in the checkmark box by any of the items to be included in the docket sheet report.

Terminated parties

– Will include parties who are no longer active in the case

Links to Notices of Electronic Filing

– The NEF links appear as silver balls adjacent to each docket entry.

Docket Sheet

Case number 08-01 Find This Case

Filed to

Entered

Documents to

Include:

Terminated parties

Links to Notices of Electronic Filing

Document options:

Include headers w

View multiple doc

Create Appendix

Docket Sheet

Case number 1:08-bk-1

Filed to

Entered

Documents to

Include:

Terminated parties

Links to Notices of Electronic Filing

Document options:

Include headers w

View multiple doc

Create Appendix

Format:

HTML

Document options. To select any of these options, click to insert a checkmark in the box.

1. **Include headers when displaying PDF documents.** When checked, a PDF header will be added to any documents viewed/displayed.



2. **View multiple documents.** Make this selection if you wish to
 - Display multiple documents as one PDF document.
 - Wish to download multiple documents in one step.

After the docket report displays, users may check any or all documents to either view or download.

View Selected By clicking the [View Selected] button, ECF will compile all the selected documents into one PDF document.

Download Selected By clicking the [Download Selected] button, the message, "Your download will begin in a separate window" will display.

Filing Date	#	clear	
02/26/2008	<u>1</u>	<input checked="" type="checkbox"/>	Chapter 9 V Donald Duc
06/06/2008	<u>2</u>	<input checked="" type="checkbox"/>	Motion to A 06/06/2008
06/06/2008	<u>3</u>	<input type="checkbox"/>	Motion for 9)) Filed by Support) (a

View Selected
or
Download Selected

Open. Opens another folder to reveal the separate documents you had selected. You still need to save them to a location on your computer/network.

Save. Allows the user to navigate to the drive/folder location to save the documents. The documents will be saved separately in a .zip file.



3. Create Appendix. This option can be used to compile the excerpt of record for the appellate court

Create Appendix creates one file of your selected documents including:

- Full docket report
- Selected entries
- Headers and footers

Your new document will be in PDF format & paginated.

