
ECF REPORTS MENU

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Case Report

The *Cases* Report displays Cases Filed, Entered, Discharged, Dismissed, Closed and Converted.

STEP 1 Select **Reports** from Main Menu, click on **Cases** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report and how the report should be sorted.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Search Criteria fields include:

The screenshot shows the 'Cases Report' selection criteria screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. The main title is 'Cases Report'. Below the title, there are several dropdown menus: 'Judge' (Bernstein, Stan B.; Craig, Carla E.), 'Office' (Brooklyn; Central Islip), 'Case Type' (ap; bk), 'Trustee' (Macco, Michael; Mayfair, Julian; Thaler, Andrew), and 'Chapter' (7; 9). There are also date range fields for 'Filed', 'Entered', 'Discharged', and 'Converted'. Below these are checkboxes for 'Open cases', 'Closed cases', and 'Party information'. At the bottom, there is a 'Sort by' dropdown menu (Filed Date) and two buttons: 'Run Report' and 'Clear'.

- **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

[NOTE: 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 <Ctrl> button then click on each item to be included.]

- **Date Type** – select and click down arrow to right of field for date type of cases to be displayed, **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 (i.e. address, social security number, tax id), if applicable
- **Sort by** – allowed three boxes in which to select criteria for the report to sort, click down arrow to right of field for list

STEP 2 Click on **Run Report** to continue or **Clear** to reselect criteria. **Case Report** screen appears.

| Case No. Related Case Info | Tp | Ch | Party Info | Judge Trustee | Dates | Other Info |
|-------------------------------|----|----|------------------|----------------------|--------------------------|--|
| 2-00-70002-sb | bk | 7 | Barney Miller | Bernstein Mayfair | <i>Filed: 04/20/2001</i> | <i>Office: Central Islip Asset: No Fee: Paid County: Essex</i> |
| 2-01-84389-sb | bk | 7 | John M Happy | Bernstein Macco | <i>Filed: 06/14/2001</i> | <i>Office: Central Islip Asset: No Fee: Paid County: Suffolk</i> |
| 2-01-49900-sb | bk | 7 | Johnny R. Angels | Bernstein Thaler | <i>Filed: 06/20/2001</i> | <i>Office: Central Islip Asset: No Fee: Paid County: Suffolk</i> |

Total Number of Cases Reported: 3

STEP 3 To view case information, click on the case number hypertext link to access **Query** menu. (Proceed to **Query** section of manual for specific information on each query option.)

STEP 4 To print report, click on **Print** button from the browser toolbar

Claims Register

The *Claims Register* Report displays claims filed for a specific case.

STEP 1 Select **Reports** from the Main Menu, click on **Claims Register Report** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Claims Register

Case number

Office
Central Islip

Creditor type
Administrative

Creditor number

Creditor name

Claim number to

Filed to
 Entered

Terminal digit(s) 2, 4, 7

Sort by

Selection Criteria includes:

- **Case Number** – click in box and type a specific case number
- **Office** – leave blank as report will run using case number
- **Creditor Type** – leave blank (*Note: All creditors uploaded to case as Creditor.*)
- **Creditor number** – leave blank to bring up all creditors who have filed a claim or click in box and type a specific creditor number
- **Creditor name** – leave blank to display all creditors having filed a claim or click in box and type a specific creditor name (*Note: You do not have to enter creditor's entire name, the system will search first letter of creditor's name, i.e. I will display Internal Revenue Service or IRS. If you type the entire name, only exact matches will be displayed. Leaving the field blank will provide the most thorough search.*)

- **Claims number** – leave blank to display all claims that fall within other search criteria or click in boxes and type specific claim numbers
- To display register using the filing date, click on radio button **Filed**
- To display register using the entered date, click on radio button **Entered**
- Enter a specific date range or leave blank to display all claims filed in case
- **Sorted By** – allowed two boxes in which to select the criteria for the report to display, click down arrow to the right of the field to display list.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. **Claims Register** appears:

| Search Results | | | | | |
|-----------------------|----------------------|--------|------------|-----------|----------------------|
| Case# | Case Name | Claim# | Date Filed | Creditor# | Creditor Name |
| 1-00-10009-jf | Michelle L Henry and | 1 | 04/23/2001 | 24 | Mavis Discount Tires |
| 1-00-10009-jf | Michelle L Henry and | 2 | 04/23/2001 | 25 | Sears |
| 1-00-10009-jf | Michelle L Henry and | 3 | 04/23/2001 | 24 | Mavis Discount Tires |
| 1-00-10009-jf | Michelle L Henry and | 4 | 05/21/2001 | 25 | Sears |
| 1-00-10009-jf | Michelle L Henry and | 5 | 05/21/2001 | 27 | Discover CARD |
| 1-00-10009-jf | Michelle L Henry and | 6 | 06/04/2001 | 27 | Discover CARD |

STEP 3 To print register, click on **Print** button from the browser toolbar.

STEP 4 To view a claim, click on Claim number hypertext link.

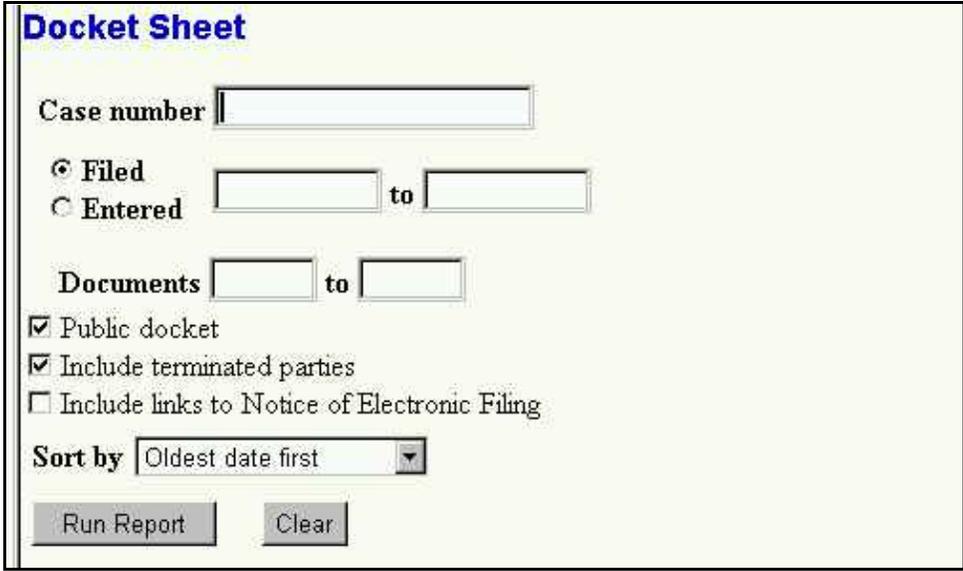
Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue.

Docket Report

The *Docket Report* allows user to view and print a listing of all events docketed to a specific case.

STEP 1 Select **Reports** from the Main Menu, click on **Docket Report** hypertext link from Reports menu.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]



The screenshot shows a web form titled "Docket Sheet" with the following fields and options:

- Case number**: A text input box.
- Filed**: A radio button.
- Entered**: A radio button.
- Documents**: A text input box followed by "to" and another text input box.
- Public docket**
- Include terminated parties**
- Include links to Notice of Electronic Filing**
- Sort by**: A dropdown menu with "Oldest date first" selected.
- Run Report**: A button.
- Clear**: A button.

The Selection Criteria screen appears:

- **Case number** – click in box and type a specific case number
- **Filed** – click on radio button to sort docket text using the Filing date
- **Entered** – click on radio button to sort docket text using the Entered date
After selecting date type to be displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in 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 box to have docket display terminated parties
- **Include links to Notice of Electronic Filing** – click in box to allow access to notice of electronic filing for certain documents (*Note: The Notice of Electronic Filing will reflect those parties who are receiving electronic notification in the case.*)

- **Sort by** – click down arrow to right of box to select how the docket is to be sorted

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. The **Case Docket Sheet** screen appears:

| DISMISS, FeeDueABN, CONVERTED, FeeDueSTAY | |
|---|---|
| U.S. Bankruptcy Court NYEB ECF Train Database (Brooklyn) Bankruptcy Petition #: 1-00-10003-cbd | |
| <i>Assigned to:</i> Chief Judge Conrad B. Duberstein | <i>Date Filed:</i> 11/15/2000 |
| Chapter 7 | <i>Date Converted:</i> 12/19/2000 |
| Previous chapter 13 | <i>Date Discharged:</i> 03/29/2001 |
| Voluntary | <i>Date Dismissed:</i> 12/19/2000 |
| No asset | |
| Glasgow | represented by Charles Langlois |
| SSN: 123-45-6678 | Email: Charles_Langlois@nyeb.uscourts.gov |
| Debtor | |
| David Maltz | represented by John Smily |
| Debtor | |

[NOTE: Use scroll bar to the right of screen to move docket sheet up or down.]

| | | |
|------------|--------------------|--|
| 12/12/2000 | 8 | Order Vacating Order Signed on 12/12/2000. (Attachments: # 1 Schedule) (Sheringham, Diana) (Entered: 12/12/2000) |
| 12/12/2000 | 9 | Final Decree Signed on 12/12/2000. (Sheringham, Diana) (Entered: 12/12/2000) |
| 12/12/2000 | 10 | Application to Employ David Maltz as Auctioneer Filed by William W. Thompson. (Sheringham, Diana) (Entered: 12/12/2000) |
| 12/12/2000 | 11 | Order Granting Application to Employ David Maltz (Related Doc # 10) Signed on 12/12/2000. (Sheringham, Diana) (Entered: 12/12/2000) |

STEP 3 To **print** docket, click on the **Print** button from the browser toolbar.

STEP 4 To view a specific document, click on the docket number hypertext link.

- Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

STEP 5 To view **Notice of Electronic Filing**, click on sliver bullet next to docket number hypertext link.

- Click appropriate radio button to Select Receipt Type
- Click **Display Receipt** to continue or **Clear** to reselect receipt type

STEP 6 Notice of Electronic Filing **screen appears:**

NOTE TO PUBLIC ACCESS USERSYou may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Notice of Electronic Filing

Case Name: Glasgow
Case Number: [1-00-10003-rb](#)
Document Number: 10

Docket Text:
Application to Employ David Maltz as Auctioneer Filed by William W. Thompson. (Sheringham, Diana)

- To print, click **Print** button from browser toolbar

Calendar Events

The *Calendar Events* Report displays a report of events scheduled for the date, time period, etc. 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.

STEP 1 Select **Reports** from the Main Menu, click on **Calendar Events** hypertext link from the Reports menu. Selection Criteria screen appears and allows user to specify what information is to be included on the report.

Selection Criteria fields include:

Calendar Events

Case number

Judge
Craig, Carla E.

Office
Central Islip (2)

Chapter
9

Calendar events
All Appointments
341 Meeting

Date

Both AM PM

Time AM PM

Event subset

[Select a Previously Created Report](#)

Sort by

- **Case Number** – click in box and type a specific case number (include dash)
- **Office** – select and click on an appropriate divisional office, to select two or more, press down <Ctrl> key, then click on selection(s)
- **Calendar Events** - click to select a specific hearing event, to select two or more, press down <Ctrl> key, then click on selection(s).
- **Set** – click in box and enter a beginning and ending date for report to display

- Click appropriate radio button to select generic time period for display - Both , **AM**, or **PM**, if searching for a specific time, leave unselected
- **Time** - click in dialog box and type a specific time of hearing (include colon) or leave blank if using radio button select above
- If searching on a specific time, click radio button to select **AM or PM**.
- **Sort** - click on the right of the field and select appropriate sort option.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. **Calendar Events** report Screen appears:

STEP 3 To print report, click on **Print** button from browser toolbar

| Calendar Events Set For 7/9/2001 | |
|----------------------------------|--|
| 10:00 AM | <p>1-00-10003-cbd Glasgow and Chase Manhattan Bank Chapter: 7</p> <p>Charles Langlois representing Glasgow (Debtor) John Smily representing David Maltz (Debtor) Latham & Watkins and Charles Langlois and Charles Langlois and John Smily representing Chase Manhattan Bank (Debtor) John Smily representing Zane Woodring (Trustee)</p> <p> Motion to Reclassify/Reduce/Expunge Claims #3, 4, 5 Filed by Zane Woodring. Hearing scheduled for 7/9/2001 at 10:00 AM at 111 Livingston St. Room B, Brooklyn, NY.</p> |

STEP 4 To see related entries, click on silver bullet next to hearing description. Related Proceedings Report appears.

STEP 5 To view documents from **Related Proceedings Report**, click on document number hypertext link.

- PACER Login screen will appear if you are not already logged into PACER.
- Enter PACER login, password and a client code
- If already logged into PACER, proceed to Step 6

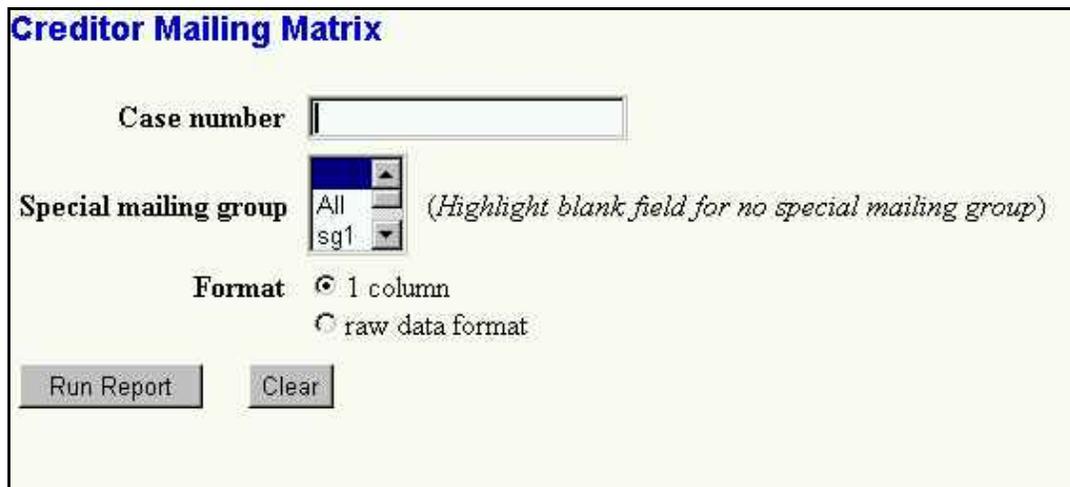
STEP 6 Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue.

Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

STEP 1 Select **Reports** from the Main Menu, click on **Creditor Mailing Matrix** hypertext link from Reports menu. Selection Criteria screen appears.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]



The screenshot shows a web form titled "Creditor Mailing Matrix". It contains the following elements:

- A text input field labeled "Case number".
- A dropdown menu labeled "Special mailing group" with options "All" and "sg1". A note next to it says "(Highlight blank field for no special mailing group)".
- Radio buttons for "Format": "1 column" (selected) and "raw data format".
- Two buttons: "Run Report" and "Clear".

- Enter case number
- Click to select appropriate **Format** radio button
- Click **Run Report** or **Clear** to reset search criteria

STEP 2 **Search Results** screen appears listing creditors for case specified

STEP 3 To print, click on **Print** button from browser toolbar