

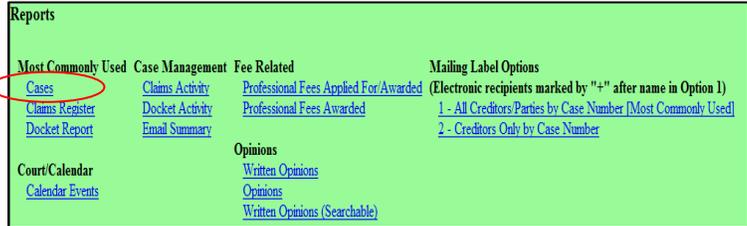
ECF REPORTS

The CM/ECF system provides users with several report options. The reports can be reviewed online or printed for your convenience. **PLEASE NOTE THAT MANY OF THE REPORTS REQUIRE A PACER LOGIN AND PASSWORD TO ACCESS THE REPORTS.** To access the reports, click on the heading for “Reports” located on the blue menu bar.



Cases Report

- The Cases Report allows you to run a report on open or closed cases based on criteria that you select. To create a cases report, click on “Cases.”



- On the next screen, select the criteria you want to use for your cases report. You can select as many or as few of the following criteria:

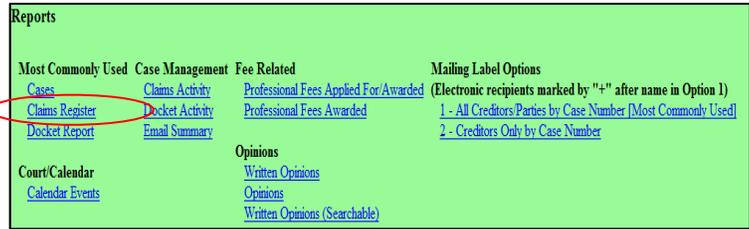
- Office location
- Case type (AP or BK)
- Chapter number
- Trustee
- Date range
- Open or closed cases

- The ECF system produces a report with case information based upon criteria you previously selected. The report includes links to the docket report for each case listed.

Cases Report for 10/24/2007						
U.S. Bankruptcy Court Northern District of Florida						
Case No. Related Case Info	Tr	Ch	Party Info	Judge Trustee	Dates	Other Info
07-30018	bk	7	Ronald W. Adams		Filed: 10/02/2007 Entered: 10/02/2007	Office: Pensacola Asset: No Fee: Paid County: Escambia
07-30019	bk	7	Ronald W. Adams		Filed: 10/02/2007 Entered: 10/02/2007	Office: Pensacola Asset: No Fee: Paid County: Escambia
07-10056	bk	7	Don Milo		Filed: 10/04/2007 Entered: 10/04/2007	Office: Gainesville Asset: No Fee: Paid County: Alachua
07-40023	bk	7	Itsa Bummer		Filed: 10/24/2007 Entered: 10/24/2007	Office: Tallahassee Asset: No Fee: Paid County: Wakulla
Total number of cases: 4						
Open cases only						

Claims Register

- The Claims Register allows you to run a report listing all claim information on a certain case. Click on “Claims Register.”



- On the next screen, enter the case number. Entering only the case number will produce a list of all claims filed in that case. If you want to search for individual claims or claims by certain creditors, you can narrow your search by entering a creditor number, creditor name, claim number or date of claim(s). After entering the desired search criteria, click on “Run Report.”

The 'Claims Register' form includes the following fields and options:

- Case number:** 3:07-bk-30019
- Creditor type:** Creditor (selected), Administrative
- Creditor number:** [Empty field]
- Creditor name:** [Empty field]
- Claim number:** [Empty] to [Empty]
- Filed:** 1/1/1980 to 6/5/2012
- Entered:** [Empty]
- Sort by:** Claim Number (selected), Filed Date
- Buttons:** Run Report, Clear

- The report will list claim information for the case selected. Please note that the value listed in the field “Total Amount Claimed” is a total of all claims (unsecured, secured and priority) and is not a calculation of the values itemized as secured, priority and administrative as listed at the bottom of the page.

**Northern District of Florida
Claims Register**

[07-30019 Ronald W. Adams](#)

Chapter: 7
Office: Pensacola Last Date to file claims:
Trustee: Last Date to file (Govt):

Creditor: (18672) Phony Bank 1202 West St Panama City, FL 32405	Claim No: 1 Original Filed Date: 09/11/2008 Original Entered Date: 09/11/2008	Status: CR Entered by: Charles J. Stafford Modified:
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Amount claimed:	\$68.00
Secured claimed:	\$10.00
Priority claimed:	\$5.00
Unknown claimed:	\$40.00
Unsecured claimed:	\$13.00

History: [Details](#) 1-1 09/11/2008 Claim #1 filed by Phony Bank, Amount claimed: \$68.00 (Stafford, Charles)

Description: (1-1) Loan

Remarks:

Claims Register Summary

Case Name: Ronald W. Adams
Case Number: 07-30019
Chapter: 7
Date Filed: 10/02/2007
Total Number Of Claims: 1

Total Amount Claimed*	\$68.00
Total Amount Allowed*	

*Includes general unsecured claims

The values are reflective of the data entered. Always refer to claim documents for actual amounts.

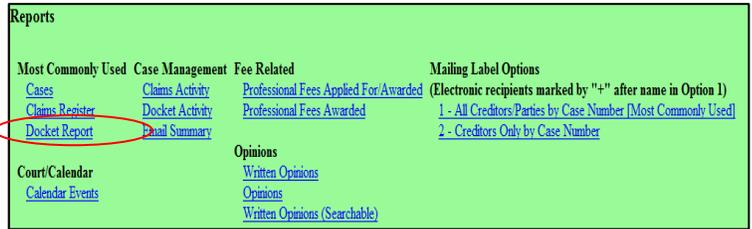
	Claimed	Allowed
Secured	\$10.00	
Priority	\$5.00	
Administrative		

Note:

Amended claims will have a hyphenated claim number linked to the original claim. For example, if claim number 1-1 has been amended, the amended claims will appear as 1-2, 1-3, etc.

Docket Report

- The Docket Report link allows you to run a report listing docket activity on a certain case. Click on **“Docket Report.”**



- On the next screen, enter the case number. If you want the report to include all docket activity, do not enter any search criteria. If you are looking at a large case with a lot of docket activity, you may want to narrow your search by entering a range of file dates or a range of document numbers. Click on **“Run Report.”**



- The docket report will be produced listing all docket entries based on the selection criteria you entered. The report includes hyperlinks to documents and other information in the case. To view a .pdf document filed in a case, click on the hyperlink for the document number and the image will appear. Please remember that you are logged in under your Pacer account and that access or copy charges may apply.



Calendar Events

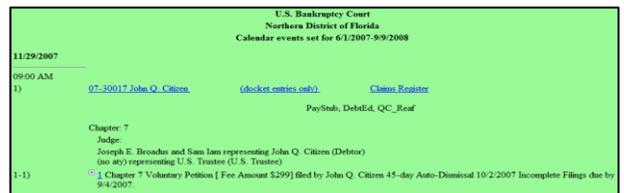
- The Calendar Events link allows you to run a report listing all pending hearings, 341 meetings or deadlines on a certain case. Click on **“Calendar Events.”**



- On the next screen, enter the case number. If you want to narrow your search you can limit the search to select only certain types of hearings or meetings for a specific date range. If you want to search for any pending activity for a case, just enter the case number and the office location in which the case was filed. Leave the other search parameters blank and click **“Run Report.”**



- The report will include a list of any pending deadlines, hearings and meetings based on the search criteria you selected.



Docket Activity Report²

- The Docket Activity Report link allows you to run a report listing docket activity in a selected case or on a much broader scale. Click on **“Docket Activity.”**

Reports

Most Commonly Used Cases Claims Register Docket Report	Case Management Claims Activity Docket Activity Email Summary	Fee Related Professional Fees Applied For/Awarded Professional Fees Awarded	Mailing Label Options (Electronic recipients marked by "+" after name in Option 1) 1 - All Creditors/Parties by Case Number [Most Commonly Used] 2 - Creditors Only by Case Number
Court/Calendar Calendar Events	Opinions Written Opinions Opinions Written Opinions (Searchable)		

- Unlike the “Docket Report” (under the Query heading), the **“Docket Activity Report”** can be used to find docket activity in **ALL** cases based on a variety of search criteria. For example:

- Case number. To search for activity in a single case, enter a case number. To search for activity in multiple cases, leave the case number field blank.
- Office. Select one or more divisions to search for docket activity.
- My cases. To search only for activity in cases in which you are involved, check the box which reads “Only cases to which I am linked.”
- Category. Select one or more document categories. This is especially useful if you want to see samples of motions, answers, notices or other pleadings.
- Case type (AP or BK). Search in AP cases, BK cases or both.
- Date range. Look at docket activity filed only during a specific date range.
- Summary or Full Text. View a brief summary description of the docket entry or the entire text of the entry.

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 Case type

Category Open cases Closed cases

Entered between to Summary Text Full Docket Text

Sort by

Make these options my default

PRACTICE TIP:

TO SELECT MULTIPLE SEARCH CRITERIA, HOLD DOWN THE **Ctrl** KEY WHILE YOU USE YOUR MOUSE TO HIGHLIGHT YOUR SELECTIONS.

- After making your selections, click **“Run Report.”**
- The **“Docket Activity Report”** will be produced and will include information on all docket entries based on the criteria you selected above. The report will contain links to the case in which a docket entry exists as well as the document number of the docket entry.

Docket Activity Report

U.S. Bankruptcy Court – Northern District of Florida

Report Period: 6/5/2007 - 6/30/2007

Case	Doc #	Date Entered/Filed	Category/Event	Judge/Territory	Notes
06-10900 LMK, House Services	03	Entered: 06/14/2007 Filed: 06/14/2007	Category: none Event: Exhibit D - Statement of Compliance re: Credit Counseling Requirement	Judge: Kikka Territory: Middle Group: etc	
<i>Docket Text</i> for above entry: Statement of Compliance with Credit Counseling Requirement for Debtor (Credit Counseling Certificate attached as filed separately) filed by Hagan for Debtor in behalf of House Services (Re: [1] Expert Commission's Waiver re: Credit Counseling; [14] Expert Commission's Waiver re: Credit Counseling); Attachments: [1] Credit Counseling Certificate; (Download; Save)					
06-10900 LMK, House Services	04	Entered: 06/20/2007 Filed: 06/20/2007	Category: motion Event: Objections	Judge: Kikka Territory: Middle Group: etc	
<i>Docket Text</i> for above entry: Objections to (13) Motion for 2004 Examination filed by Creditor (See Debtor) (Re: [13] Motion for 2004 Examination) (Weekly: Download)					
06-10900 LMK, House Services and Bank Loan File	12	Entered: 06/11/2007 Filed: 06/11/2007	Category: motion Event: Seven Chapter 7 Case, Motion to	Judge: Kikka Territory: Middle Group: etc	
<i>Docket Text</i> for above motion: Motion to Seven Chapter 7 Case (For Assent \$225) filed by Sarah Lane File; (Download; Monitor)					
06-10900 LMK, House Services and Bank Loan File	15	Entered: 06/25/2007 Filed: 06/25/2007	Category: motion Event: Order Pay Fee, Motion to	Judge: Kikka Territory: Middle Group: etc	
<i>Docket Text</i> for above motion: Motion to Order Pay Fee filed by Sarah Lane File; (Download; Monitor)					

Docket entries selected: 4

Selection Criteria

Run from and to: 6/5/2007 to 6/30/2007
By: System Admin
Type: All
Office: All
Case Status: Both open and closed cases
Category (Doc Type): All
Case: All
Sort by: Case Number

² For a complete docket report on a single case, see section on “Docket Report” above.

Professional Fees Reports

- There are two separate reports for viewing the status of professional fees in cases. The **“Professional Fees Applied For/Awarded”** shows which entities or individuals have applied for professional fees related to a case and which entities have been awarded fees. The **“Professional Fees Awarded”** report describes only which entities or individuals have been awarded professional fees related to a case. Select the report you want to run and click on the appropriate link.



- If you select the **“Professional Fees Applied For/Awarded”** report, you may search by case number, judge or a date range. It is not necessary to enter any search criteria if you want to search for all cases. After entering your search criteria, if any, click **“Run Report.”**



- The **“Professional Fees Applied For/Awarded”** report will itemize the fees that have been applied for and fees that have been awarded.

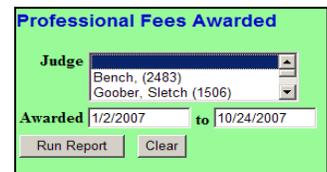
U.S. Bankruptcy Court
Northern District of Florida
Professional Fees Applied For/Awarded
Report Period: 01/02/2007 - 10/24/2007

06-10001 Homer Simpson		Applicant	Apply Date	Fees Request	Fees Awarded	Expenses Req	Expenses Award
		Venn, John E.	07/13/2007	1.00	0.00	1.00	0.00
		Total		1.00	0.00	1.00	0.00
07-40019-1-MK Brooke Reynolds		Applicant	Apply Date	Fees Request	Fees Awarded	Expenses Req	Expenses Award
		Elling, Scott	08/23/2007	1.00	0.00	1.00	0.00
		Elling, Scott	10/05/2007	1.00	0.00	1.00	0.00
		Elling, Scott	10/07/2007	1.00	0.00	1.00	0.00
		Reynolds, Brooke	08/23/2007	1.00	0.00	1.00	0.00
		Reynolds, Brooke	10/05/2007	1.00	0.00	1.00	0.00
		Reynolds, Brooke	10/07/2007	1.00	0.00	1.00	0.00
		Total		6.00	0.00	6.00	0.00

Report Selection Criteria

Judge: All
Case Number: All
Filing Dates between: 01/02/2007 and 10/24/2007

- If you select the **“Professional Fees Awarded”** report, you may search by judge or a date range. It is not necessary to enter any search criteria if you want to search for all cases. After entering your search criteria, if any, click **“Run Report.”**



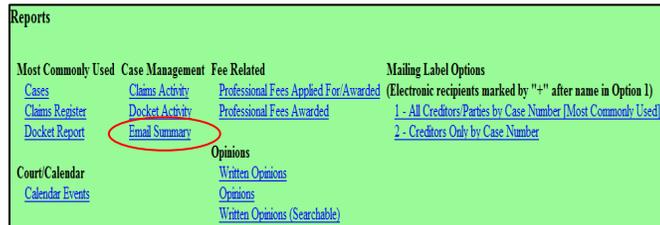
- The **“Professional Fees Awarded”** report will itemize the fees that have been applied for and fees that have been awarded.

No records were selected using the following criteria:
U.S. Bankruptcy Court
Northern District of Florida
Awarded Professional Fees sorted by Recipient
Report Period: 01/02/2007 - 10/24/2007

Recipient	Type	Case No	Order Date	Fees	Expenses
Report Selection Criteria					
Judge:	All				
Filing Dates between:	01/02/2007 and 10/24/2007				

E-Mail Summary Report

- The “**E-mail Summary Report**” allows users to run a report listing any email sent by the ECF system to a registered user for a certain date. This is especially useful if you feel you may have missed some email notices or if you have temporary difficulty with your e-mail account. Click on “**E-mail Summary.**”



- Select the date of ECF activity you want to produce on the report. Select whether you want the report to produce the full text or just a summary of the text.

The screenshot shows a form titled 'Summary of ECF Activity'. It has a date selection field set to 'Oct 24 2007'. Below the date field are two radio buttons: 'Summary Text' (unselected) and 'Full Text' (selected). A 'Run Report' button is located at the bottom of the form.

- The report will produce a summary of ECF activity for the date selected.

