Query Index

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases.

Case number or characteristics are first specified on the selection screen shown below. If more than one case/person meets the criteria, the user selects one and then chooses what data to view.

* You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER *

STEP 1   Select **Query** from the *Main Menu*, the **Search Clues Query** screen displays. You must enter at least one search criterion for Query function to work.
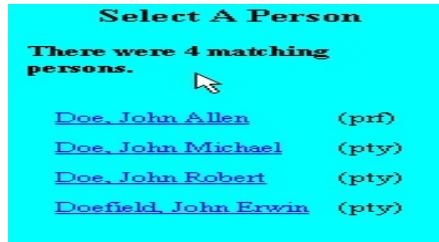

- ♦   **Case Number** - enter the **Case Number**, if known, in 'YY-NNNNN' format.
- ♦   Click on the **Run Query** button.
- ♦   **Last Name** - if Case Number not known, enter **Last Name** and click on the **Run Query** button.
- ♦   **Type** - select a **person Type** to narrow the search.
- ♦   Other fields can be used if additional information is needed.

STEP 2   The **Query** selection screen displays.

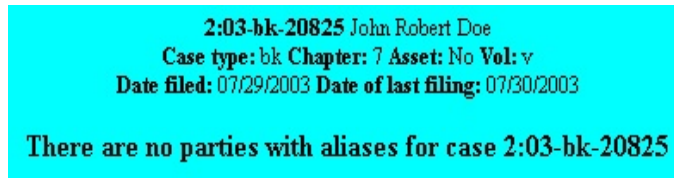♦   If your party appears, click on the name.

STEP 3   The next screen displays a number of reports that can be generated, which are outlined below.
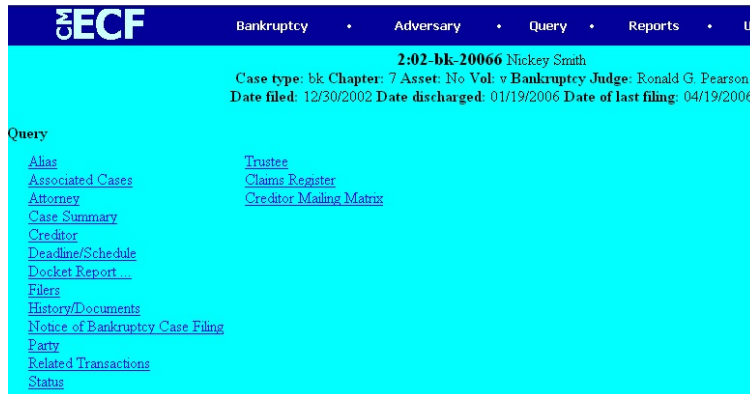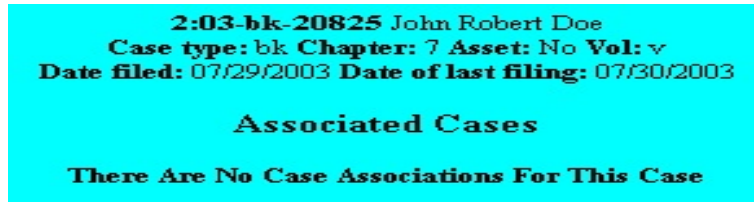

★   **Aliases**

▸   Click on the **Aliases** hypertext link. The **Parties with Aliases** screen displays showing all parties with aliases.

▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to continue.
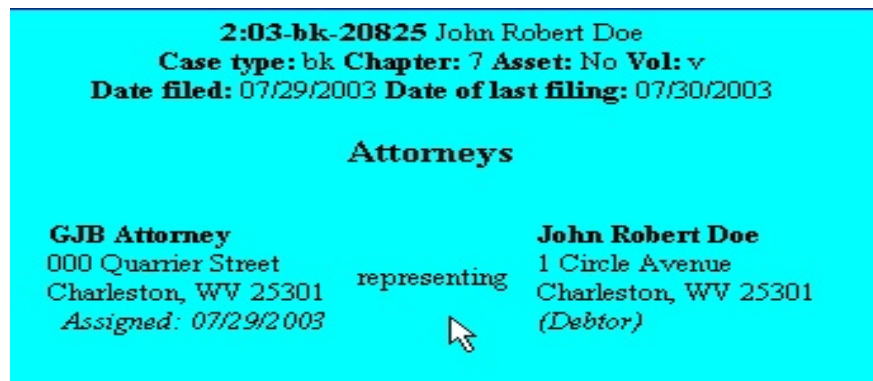
▸   **Associated Cases**

   ▸   Click on the **Associated Cases** hypertext link. The *Associated Cases* screen
            appears, displaying any associations to the queried case. If there is an associated
            case, click on the hypertext link (the case number) of the Associated Case to
            receive the docket report screen.

> **2:03-bk-20825** John Robert Doe
> **Case type:** bk **Chapter:** 7 **Asset:** No **Vol:** v
> **Date filed:** 07/29/2003 **Date of last filing:** 07/30/2003
>
> **Associated Cases**
>
> **There Are No Case Associations For This Case**

   ▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to
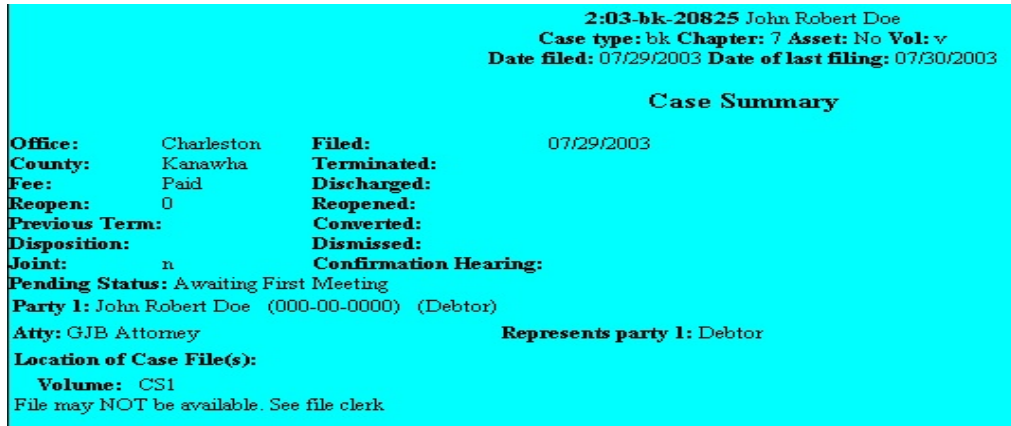   continue.

★   **Attorneys**

   ▸   Click on the **Attorneys** hypertext link. The *Attorneys* information screen will
            appear, displaying all attorneys associated with the queried case.

> **2:03-bk-20825** John Robert Doe
> **Case type:** bk **Chapter:** 7 **Asset:** No **Vol:** v
> **Date filed:** 07/29/2003 **Date of last filing:** 07/30/2003
>
> **Attorneys**
>
> **GJB Attorney**   **John Robert Doe**
> 000 Quarrier Street   1 Circle Avenue
> Charleston, WV 25301   representing   Charleston, WV 25301
> *Assigned: 07/29/2003*   *(Debtor)*

   ▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to
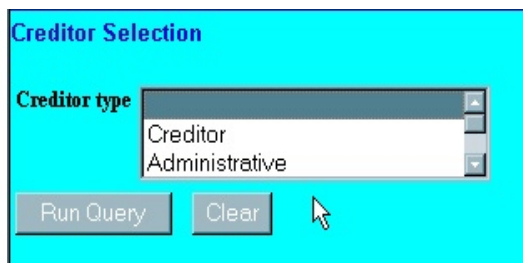   continue.

★ **Case Summary**

▸ Click on the **Case Summary** hypertext link. The *Case Summary* screen will appear, displaying various information about the queried case.

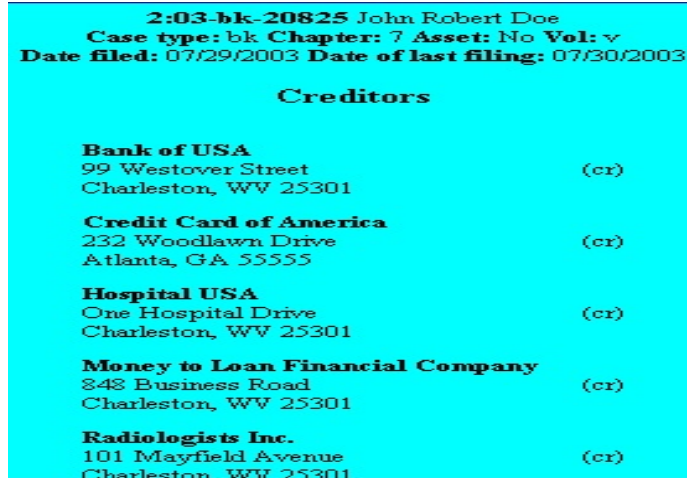▸ Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to continue.

★ **Creditors ...**

▸ Click on the **Creditors ...** hypertext link. The **Creditor Selection** screen is displayed.

▸ Click on the **Run Query** button.

▸   The **Creditors screen**, showing all creditors associated with the queried case is
        displayed.

▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to
        continue.

★   **Deadlines/Schedule**

▸   Click on the **Deadlines/Schedule** hypertext link. The **Sort by** screen is displayed.

▸   Click on the **Run Query** button.

▸   The **Deadlines/Hearings** screen is displayed.

2:03-bk-20825 John Robert Doe
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 07/29/2003 **Date of last filing:** 07/30/2003

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
3	Objections Due	07/30/2003	08/19/2003		
4	Objections Due	07/30/2003	08/19/2003		

▸   Click on the hypertext link (ex. 3). This will open the pdf document associated to the Deadline/Hearing and all related documents for viewing.

▸   Click on the ● hypertext link. The **Docket Information and Related Docket Entries** screen will display.

2:03-bk-20825 John Robert Doe
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 07/29/2003 **Date of last filing:** 07/30/2003

Docket Information and Related Docket Entries
Case 2:03-bk-20825 Document 3

Filed: 07/30/2003
Entered: 07/30/2003
Entered By: GJB Attorney
Event Name(s): Motion to Avoid Household Goods Lien
Full Docket Text for Document 3:
Motion by Debtor John Robert Doe to Avoid Lien on Household Goods held by Money To Loan Financial Company with Notice of Motion and with Certificate of Service. Objection Due: 8/19/2003. (Attachments: # (1) Exhibit List of Household Goods# (2) Proposed Order Granting Motion to Avoid Lien of Money To Loan Financial Company) (Attorney, Filing)

No Related Docket Entries

▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to continue.

★   **Docket Report ...**

      Step 1 Go to the Reports section, page 5.

★   **Filers ...**

▸   Click on the **Filers** hypertext link. The *Filers* screen with *Transaction Receipt* will be displayed.

▸   Click on the hypertext link (ex. <u>John Robert Doe</u>).

▸   The **Filer** screen will display.

▸   Click on the hypertext link (ex. <u>2</u>) to view the pdf document related to the event.
▸   Click on the hypertext link ' ⬤ ' to view the **Docket Information and Related Docket Entries** screen, shown on the next page.

> 2:03-bk-20825 John Robert Doe
> Case type: bk Chapter: 7 Asset: No Vol: v
> Date filed: 07/29/2003 Date of last filing: 07/30/2003
>
> Docket Information and Related Docket Entries
> Case 2:03-bk-20825 Document 3
> Filed by John Robert Doe
>
> **Filed:**   07/30/2003
> **Entered:**   07/30/2003
> **Entered By:**   GJB Attorney
> **Event Name(s):** Motion to Avoid Household Goods Lien
> **Full Docket Text for Document 3:**
> Motion by Debtor John Robert Doe to Avoid Lien on Household Goods held by Money To Loan Financial Company with Notice of Motion and with
> Certificate of Service. Objection Due: 8/19/2003. (Attachments: # (1) Exhibit List of Household Goods# (2) Proposed Order Granting Motion to Avoid Lien of
> Money To Loan Financial Company) (Attorney, Filing)
>
> No Related Docket Entries

▸   Click on the hypertext link (ex. <u>3</u>) to view the pdf document associated with the docket event.

▸   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to return to the *Query Menu*.

★   **History/Documents ...**

▸   Click on the **History/Documents** hypertext link. The *History/Documents* selection screen will display.

> **History/Documents**
>
> ⦿ All events (history)
> ◯ Only events with documents
>
> ☐ Display docket text
>
> Sort by [Oldest date first ▾]
>
> [Run Query]   [Clear]

▸   Click on the **Run Query** button.

▸   The **Docket History** screen will display.

2:03-bk-20825 John Robert Doe
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 07/29/2003 Date of last filing: 07/30/2003

History

Doc. No.	Dates	Description
1	*Filed & Entered*: 07/29/2003	Voluntary Petition (Chapter 7)
2	*Filed & Entered*: 07/30/2003	Schedules/Statements
3	*Filed & Entered*: 07/30/2003	Motion to Avoid Household Goods Lien
4	*Filed & Entered*: 07/30/2003	Motion to Avoid Judicial Lien

▸   Click on the hypertext link (ex. 2) to view the pdf document associated with the event.
▸   Click on the   hypertext link to view **Docket Information and Related Docket Entries** shown below.

2:03-bk-20825 John Robert Doe
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 07/29/2003 Date of last filing: 07/30/2003

Docket Information and Related Docket Entries
**Case 2:03-bk-20825 Document 3**
Filed by John Robert Doe

Filed: 07/30/2003
Entered: 07/30/2003
Entered By: GJB Attorney
Event Name(s): Motion to Avoid Household Goods Lien
Full Docket Text for Document 3:
Motion by Debtor John Robert Doe to Avoid Lien on Household Goods held by Money To Loan Financial Company with Notice of Motion and with Certificate of Service. Objection Due: 8/19/2003. (Attachments: # (1) Exhibit List of Household Goods# (2) Proposed Order Granting Motion to Avoid Lien of Money To Loan Financial Company) (Attorney, Filing)

No Related Docket Entries

▸   Click on the *Menu* option of choice **or** the *Browser's* **Back** button to continue.

★   **Notice of Bankruptcy Case Filing**
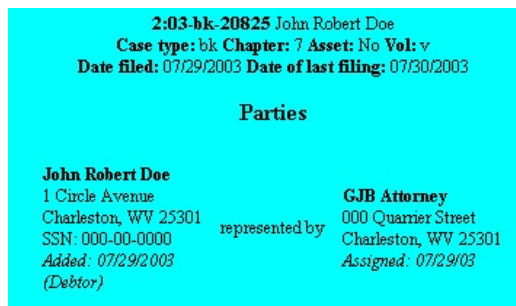
▸   Click on the **Notice of Bankruptcy Case Filing** hypertext link. The *Notice of Bankruptcy Case Filing* screen displays.
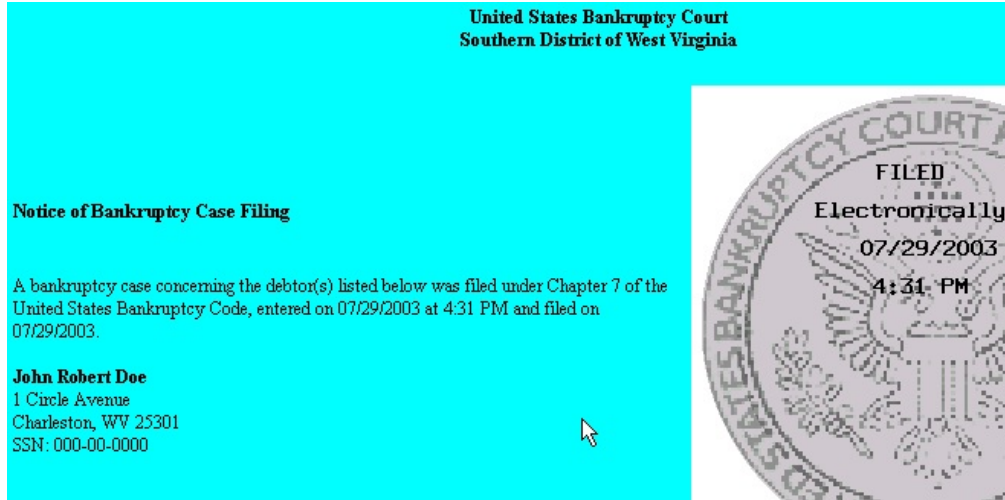
▸   Click on the *Menu* option of choice **or** the *Browser's* **Back** button to continue.

★   **Parties**

▸   Click on the **Parties** hypertext link. The *Parties* associated with the case screen is displayed.

▸   Click on the *Menu* option of choice **or** the *Browser's* **Back** button to continue.

★   **Related Transactions ...**

▸   Click on the **Related Transactions** hypertext link. The *Related Transactions* selection screen displays.

▸   **Run Query** - click the *Run Query* button to accept query defaults pre-selected by the system. Blank boxes relate to all data found.

▸   The **Related Transactions** screen for the queried case is displayed.

▸   Click on the available *hypertext links*, a *Menu* option of choice **or** the *Browser's* **Back** button to continue.

★ **Status**

▸ Click on the **Status** hypertext link. The **Pending Statuses** screen is displayed.

<table>
<tr><td colspan="5" align="center">2:03-bk-20825 John Robert Doe
Case type: bk Chapter: 7 Asset: No Vol: v
Date filed: 07/29/2003 Date of last filing: 07/30/2003

Pending Statuses</td></tr>
<tr><th>Status</th><th>Begin Date</th><th>Time in Status</th><th>#</th><th>Status Set By</th></tr>
<tr><td>Awaiting First Meeting</td><td>07/29/2003</td><td>78 days</td><td>1</td><td>🌐 Voluntary Petition (Chapter 7)</td></tr>
</table>

▸ Click on the available *hypertext links*, a *Menu* option of choice **or** the *Browser's* **Back** button to continue.

★ **Trustee**

▸ Click on the **Trustee** hypertext link. The *Trustee* screen is displayed.

<table>
<tr><td align="center">2:03-bk-20780 George Allen Washington and Elizabeth Marie Washington
Case type: bk Chapter: 7 Asset: Yes Vol: v Judge: Ronald G. Pearson
Date filed: 01/02/2003 Date of last filing: 09/04/2003

Trustee

Charles L Jones, Jr.
Post Office Box 2393
Charleston, WV 25328-2393
198@do.not.use.it.com
<i>ASSIGNED: 05/22/2003</i>
<i>TERMINATED: 07/15/2003</i>
(tr)</td></tr>
</table>

▸ Click on a Menu option of choice **or** the *Browser's* **Back** button to continue.

★   **Claims Register**

   ‣   Go to the **Reports** section page 3.

★   **Creditor Mailing Matrix**

   ‣   Go to the **Utilities Menu** section page 6..