Reports

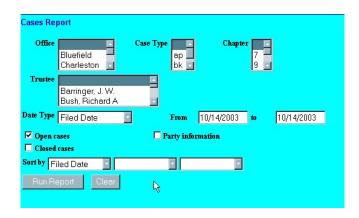
Users can access several **Reports** created for **Electronic Case Filing** (ECF). From the ECF system's *Main Menu*, click on the **Reports** hypertext link. A listing of available reports will be displayed.

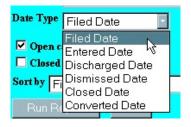


CASES - The Cases Report generates Cases Filed, Entered, Discharged, Dismissed, Closed and Converted. You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.

STEP 1 Click on the Cases hypertext link. The Cases Report screen will display.





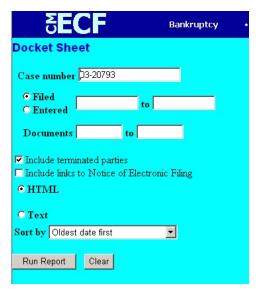


- Pick the **Office** (division) or leave blank to run report for all divisions.
- Pick the **Case Type** or leave blank to run report for main case and ap's.
- Pick the **Chapter** or leave blank to run report for all chapters.
- Pick the **Trustee** or leave blank to run report for all Trustees.
- ♦ **Date Type**: Click on the arrow and choose type of report you want to run.
- ♦ From _____ to ____ enter a start and ending date for the time frame you want the report to reflect (required field).
- ♦ Click on the **Run Report** button.

STEP 2 The Cases Report for designated time will display.

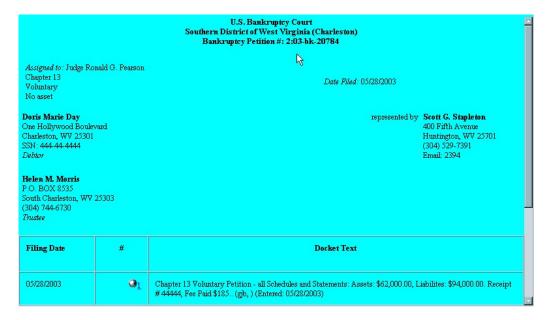
Cases Report for 10/14/2003 U.S. Bankrupicy Court Southern District of West Virginia								
Case No. Related Case Info	Тр	Ch	Party Info	Judge Trustee	Dates	Other Info		
2:03-bk-20007	bk	7	Tom Wilson	Jones, Jr.	Filed: 01/14/2003	Office: Charleston Asset: No Fee: Paid County: Kanawha		
2:03-bk-20009	bk	7	H & L Towing	Jones, Jr.	Filed: 01/24/2003	Office: Charleston Asset: No Fee: Paid County: Kanawha		
2:03-bk-20776	bk	7	Henry Wadworth Watson	Standish	Filed: 04/24/2003	Office: Charleston Asset: No Fee: Paid County: Kanawha		
2:03-bk-20778	bk	7	Lisa Smith	Morris	Filed: 05/20/2003	Office: Charleston Asset: No Fee: Paid County: Kanawha		

- ♦ Click on the hypertext link of the case you need to query. A hypertext link by default will be underlined and colored blue. The link will turn red after it has been accessed.
- STEP 3 The **Docket Sheet** selection screen will display.



- For the complete docket sheet, leave **Filed/Entered** and **Documents** fields blank.
- ♦ Check the box to include links to terminated parties or Notices of Electronic filing if needed.
- ♦ Choose **Sort by** preference.
- ♦ Click on the **Run Report** button.

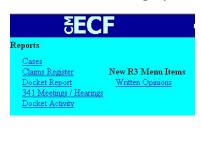


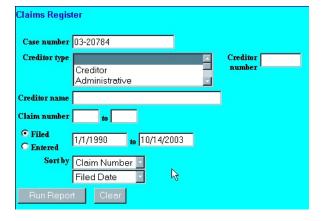


- Click on the document number to view the document.
- ♦ Click on the 'ball' to the left of the document number to view the Notice of Electronic Filing.

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

STEP 1 Click on Claims Register from the Reports Menu. The Claims Register selection criteria screen displays.





- ♦ Case Number enter Case Number in 'YY-NNNNN' format.
- ♦ Select optional case criteria to narrow search if preferred or leave remaining fields blank.
- ♦ Click on the **Run Report** button.

STEP 2 The Claims Register for the desired case displays.

	Southern District of West Virgini Claims Register <u>2:03-bk-20784 Doris Marie Day</u> Judge Ronald G. Pearson Debtor Name: DAY,DORIS MARIE	a	
Claim No: <u>1</u>	Creditor Name: Acme Construction Company 444 Fourth Street Charleston, WV 25301	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N	
Claim Date: 09/08/2003	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:	
Class	Amount Claimed	Amount Allowed	
Secured	\$13400.00		
Total	\$13400.00		
Description: Addition of Famil	y Room		
Remarks:			
Claim No: <u>2</u>	Creditor Name: GMAC 300 Kanawha Boulevard Charleston, WV 25301	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status:	

- Click on the $\underline{1}$ hyperlink (or the claim number hyperlink of the claim you want to view) to view the **pdf** document associated with the claim.
- ♦ Click on the <u>2:03-bk-20784 Doris Marie Day</u> hyperlink to display the selection screen for a **Docket Report**.
- Click on the **Menu** option of choice, or the *Browser's* **Back** button to continue.

Docket Report - The **Docket Report** can also be generated through the Query Menu or by clicking on the Case Name/Case Number hyperlink throughout docketing events.

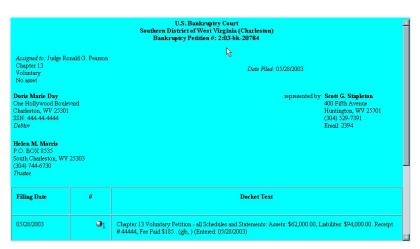
STEP 1 Click on **Docket Report** from the Reports menu. The **Docket Sheet** selection screen will display.





- ♦ For the complete docket sheet, leave **Filed/Entered** and **Documents** fields blank.
- Check the box to include links to Notice of Electronic Filing.
- ♦ Choose **Sort by** preference.
- ♦ Click on the **Run Report** button.

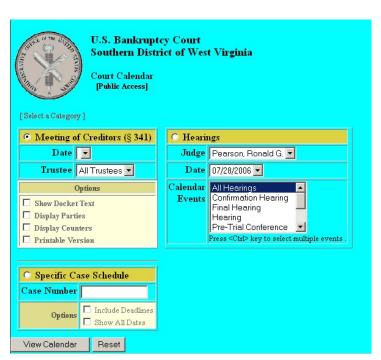
STEP 2 The Docket Sheet will display.



- Click on the document number hyperlink to view the document.
- ♦ Click on the 'ball' to the left of the document number to view the Notice of Electronic Filing.

- **341 Meetings/Hearings** The **341 Meeting/Hearings** allows the user to choose from three types of reports.
- STEP 1 Click on the 341 Meeting/Hearings hypertext link from the Reports Menu. A selection criteria screen displays and allows the user to choose from three reports, Meeting of Creditors, Hearings, and Specific Case Schedule.

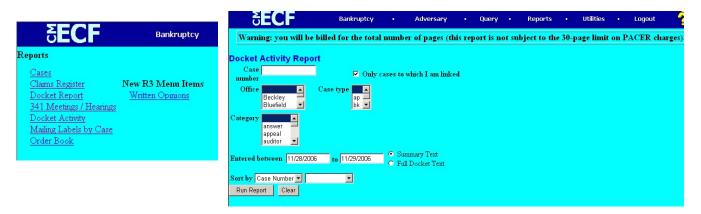




- ♦ Meeting of Creditors click the radio button to select this report.
 - ♦ **Date** Click the drop down box to select a date.
 - ♦ **Trustee** Click the drop down box to select a specific trustee or All Trustees.
 - ♦ Options Click box to enable option.
- ♦ Hearings click the radio button to select this report.
 - ♦ **Judge** Automatically defaults too Judge Pearson.
 - ♦ **Date** Click the drop down box to select a date
 - ◆ Calendar Events Click drop down box to select event(s) (press and hold <Ctrl> key to select multiple events).
- Specific Case Schedule click the radio button to select this report.
 - ♦ Case Number enter the case number in 'YY-NNNNN' format
 - ♦ **Options** Click box to enable option.
- ♦ Click **View Calendar** to view selected report.
- Click **Reset** to clear all selections and return to the default selections.

Docket Activity Report - The **Docket Activity Report** generates a report of docket activity on a specific case.

Click on **Docket Activity** hypertext link from the **Reports Menu**. A selection criteria screen displays and allows the user to specify what information is to be included on the report.



NOTE: This report is not subject to the 30-page limit on PACER charges.

- ♦ Case Number enter the case number in 'YY-NNNNN' format.
- ♦ Office click on the office where the case resides or left-click on your mouse, scroll down list while continuing to hold down the left mouse button to select all offices.
- ♦ Case Type click on the case type or left-click on your mouse, scroll down list while continuing to hold down the left mouse button to select all types.
- ♦ Category optional selection.
- ♦ Calendar Events Scroll down list to select the type of hearing.
- ♦ Entered between enter a start and ending date for the time frame you want the report to reflect (this field is required).
- ♦ Sort by click on the drop down box and select Case Number or Date/Time.
- ♦ Click on **Run Report** button.

STEP 2 The Docket Activity report displays.

Docket Activity Report U.S. Bankruptcy Court Southern District of West Virginia Report Period: 1/1/2002 - 7/25/2006								
Case Number/Title Office	Doc Id	Date Entered/Filed	Category/ Event	Judge/ Trustee	Notes			
2:03-bk-20007 Tom Wilson Office: 2		Entered: 01/14/2003 14:56:54 Filed: 01/14/2003	Category.misc Event: Voluntary Petition (Chapter 7)	Judge: Pearson Trustee: Jones, Jr.	Subm. by: admin Chapter: 7 Type: bk Group: crt			
			Category.misc Event: Voluntary Petition (Chapter 7)	Judge: Pearson Trustee: Standish	Subm. by: admin Chapter: 7 Type: bk Group: crt			
	2	Entered: 01/14/2003 15:07:47 Filed: 01/14/2003	Category.motion Event: Reconsider	Judge: Pearson Trustee: Jones, Jr.	Subm. by: admin Chapter: 7 Type: bk Group: crt			
			Category.motion Event: Reconsider	Judge: Pearson Trustee: Standish	Subm. by: admin Chapter: 7 Type: bk Group: crt			

Mailing Labels by Case- Displays name/address data in label format for a specific case. Parties who appear on this report consist of both uploaded creditors from schedules AND parties who have filed a pleading in the case.

STEP 1 Go to Section **Utilities Menu**, page 8.