

## Release 3.1 – Docket Sheet Report

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### Overview

The *Docket Sheet Report* has been enhanced by these new features:

- Ability to select format options,
  - Ability to view multiple documents from a single docket entry, and
  - Ability to view multiple documents from multiple docket entries.
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### Format Options

You now have the option to run your docket report in HTML format, which is not paginated, or in PDF format, which is paginated and contains a case information header for each page of the docket sheet when printed. Simply select the radio button next to HTML or PDF.

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### View Multiple Documents from a Single Docket Entry - Introduction

You can now view or download multiple documents from a single docket entry, as follows:

- Click *Reports* on the main CM/ECF blue menu bar.
- Click *Docket Sheet Report*.
- Type the case number in the case number field and select your case.
- Click the *Run Report* button.
- Click on the document number for the document you wish to view or download.
- Click one of the two new buttons, *View All* or *Download All*, at the bottom of the *Document Selection Menu* screen.

Screen shot of the *Document Selection Menu* screen:

Document Selection Menu

**Multiple Documents**

Select the document you wish to view.

Part	Description	
<a href="#">1</a>	Main Document	6 pages
<a href="#">2</a>	Exhibit	1 page

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or  7 pages

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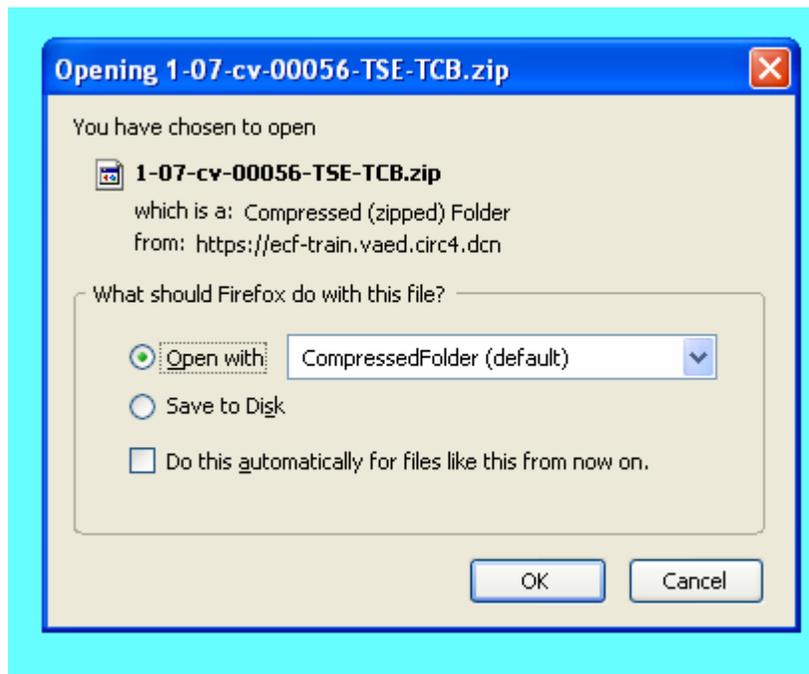
### View Multiple Documents from a Single Docket Entry – View All and Download All Buttons

If you click the *View All* button, the main document and all of the attachments for the docket entry are combined into a single PDF document and displayed on the screen. You may then also print the PDF document from the screen.

If you click the *Download All* button, the main document and all the attachments for the docket entry are combined into a single aggregated ZIP file, and a dialogue box is displayed for you to either open the aggregated file or to save the aggregated file to your computer or a disk. Each Internet browser's dialogue box may appear slightly different; all browsers give you the option of either opening or saving the file.

- If you choose to open the file, the file will appear on your screen.
- If you choose to save the file, you will need to select a destination directory for the ZIP file. Once you select a destination directory and filename and then check the *OK* button, the ZIP file is saved in the specified location. When you open the ZIP file, the documents will open as individual documents and will not be combined into a single PDF file, as they are when you select the *View All* button.

An example of a *Download All* button dialogue box in Internet Explorer:



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### View Multiple Documents from Multiple Docket Entries

You can now also view or download multiple documents from multiple docket entries, as follows:

- Click *Reports* on the main CM/ECF blue menu bar.
- Click *Docket Sheet Report*.
- Type the case number in the case number field and select your case.
- Click the white check box next to *View multiple documents* under *Document options* and then click the *Run Report* button at the bottom of the screen.

Screen shot of the *Docket Sheet Selection Criteria* screen:

**Docket Sheet**

Case number:

Filed  to

Entered  to

Documents  to

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents

Sort by:  ▼

Make these options my default.

### View/Download Multiple Documents - Overview

Once you run the docket sheet report with the *View multiple documents* box checked, you will see that three new features have been added to the docket sheet:

- A *clear* column,
- A *View Selected* button, and
- A *Download Selected* button.

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### View/Download Multiple Documents – Clear Column

The *clear* column is a new column that appears between the document number column and the docket text column. This new column contains a white check box that allows you to select which documents you would like to view or download by clicking in the white check box for that docket entry or those docket entries. At the top of this new column is the word “clear.” If you should decide to deselect documents you have selected, you can either uncheck each white box or click on the word “clear” at the top of this column to simultaneously uncheck all the boxes you have checked.

### View Multiple Documents – View All and Download All Buttons

Two buttons have been added to the end of the docket sheet, as follows:

- The first button, *View Selected*, allows you to view on the screen all of the documents and the attachments to those documents that you have checked. You may print those documents from the screen as well.
- The second button, *Download Selected*, places the selected documents in one aggregated ZIP file while comparing the size of this new file with the maximum allowable file size of 10MB. If the size of the new aggregated file is larger than 10MB, you will get an error message. If the size is smaller than 10MB, then you will be presented with a dialogue box for you to select a destination directory for the ZIP file.

Date Filed	#	clear	Docket Text
10/22/2007	<a href="#">1</a>	<input type="checkbox"/>	NOTICE OF REMOVAL with Answer filed from State Court, removed from Circuit Court of Loudoun County, case number 35250. Filing Fee \$ 350 receipt number 100 184983, filed by Tractor Supply Company.(tset, ) (tun, ). (Entered: 11/01/2007)
11/08/2007	<a href="#">2</a>	<input type="checkbox"/>	ANSWER to Complaint by Tractor Supply Company.(tun, ) (Entered: 11/08/2007)
11/09/2007	<a href="#">3</a>	<input type="checkbox"/>	MOTION for Summary Judgment by Tractor Supply Company. (Tunney, Lori) (Entered: 01/14/2008)
11/09/2007	<a href="#">4</a>	<input type="checkbox"/>	Memorandum in Support re <a href="#">3</a> MOTION for Summary Judgment filed by Tractor Supply Company. (Attachments: # <a href="#">1</a> Exhibit)(Tunney, Lori ) (Entered: 01/14/2008)
11/09/2007	<a href="#">5</a>	<input type="checkbox"/>	Notice of Hearing Date set for 11/28/07 re <a href="#">3</a> MOTION for Summary Judgment (Tunney, Lori) (Entered: 01/14/2008)
11/23/2007	<a href="#">6</a>	<input type="checkbox"/>	Memorandum in Opposition re <a href="#">3</a> MOTION for Summary Judgment filed by Sherry Fugazzotto. (Attachments: # <a href="#">1</a> Exhibit)(Crane, Denny) (Entered: 01/14/2008)

or

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### View/Download Multiple Documents – File Size

If you would like to view or download multiple documents in a case in which selecting any combination of the documents would exceed the size limitation of 10MB, then the size of each document appears beneath the white check box next to the docket entries.

Screen shot of the appearance of the file size beneath the white check box:

Date Filed	#	clear	Docket Text
10/22/2007	<a href="#">1</a>	<input type="checkbox"/> 0 KB	NOTICE OF REMOVAL with Answer filed from State Court, removed from Circuit Court of Loudoun County, case number 35250. Filing Fee \$ 350 receipt number 100 184983, filed by Tractor Supply Company (tset, ) (lun, ). (Entered: 11/01/2007)
11/08/2007	<a href="#">2</a>	<input type="checkbox"/> 5.697 KB	ANSWER to Complaint by Tractor Supply Company (lun, ) (Entered: 11/08/2007)
11/09/2007	<a href="#">3</a>	<input type="checkbox"/> 8.892 KB	MOTION for Summary Judgment by Tractor Supply Company. (Tunney, Lorr) (Entered: 01/14/2008)
11/09/2007	<a href="#">4</a>	<input type="checkbox"/> 17.901 KB	Memorandum in Support re <a href="#">3</a> MOTION for Summary Judgment filed by Tractor Supply Company. (Attachments: # <a href="#">1</a> Exhibit)(Tunney, Lorr) (Entered: 01/14/2008)
11/09/2007	<a href="#">5</a>	<input type="checkbox"/> 8.861 KB	Notice of Hearing Date set for 11/28/07 re <a href="#">3</a> MOTION for Summary Judgment (Tunney, Lorr) (Entered: 01/14/2008)
11/23/2007	<a href="#">6</a>	<input type="checkbox"/> 20.772 KB	Memorandum in Opposition re <a href="#">3</a> MOTION for Summary Judgment filed by Sherry Fugazzotto. (Attachments: # <a href="#">1</a> Exhibit)(Crane, Denny) (Entered: 01/15/2008)
01/15/2008	<a href="#">7</a>	<input type="checkbox"/> 1.326129 MB	Corporate Disclosure Statement by Sherry Fugazzotto. (rvoi, ) (Entered: 01/15/2008)
01/15/2008	<a href="#">8</a>	<input type="checkbox"/> 6.511928 MB	Corporate Disclosure Statement by Sherry Fugazzotto. (Attachments: # <a href="#">1</a> Supplement, # <a href="#">2</a> Supplement, # <a href="#">3</a> Supplement, # <a href="#">4</a> Supplement)(rvoi, ) (Entered: 01/15/2008)
01/15/2008	<a href="#">9</a>	<input type="checkbox"/> 6.33602 MB	Consent to Collection of Fees by Tractor Supply Company. (Attachments: # <a href="#">1</a> Supplement, # <a href="#">2</a> Supplement, # <a href="#">3</a> Supplement, # <a href="#">4</a> Supplement)(rvoi, ) (Entered: 01/15/2008)

A running total of the size of the selected documents appears at the end of the docket sheet next to the *View All* and the *Download All* buttons. In the screen shot below, the *View All* and *Download All* buttons are grayed out, since no documents have yet been selected:

View Selected

Total filesize of selected documents (MB):

or

Download Selected

Maximum filesize allowed (MB): 10

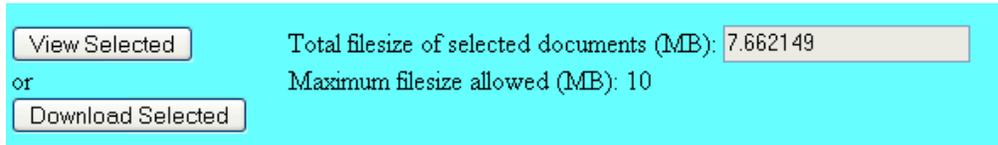
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### View/Download Multiple Documents – Error Message: Size Limitation Exceeded

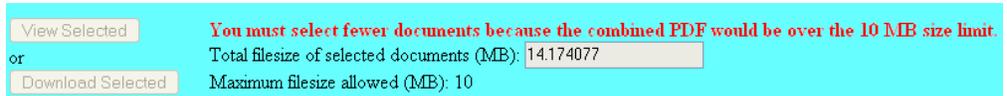
Once you begin making selections, a running total of the size of the aggregated document appears in the box next to the *Total filesize of selected documents (MB)* box. See screen shot below:



A screenshot of a document selection interface. It features a light blue background. On the left, there are two buttons: "View Selected" and "Download Selected", with the word "or" positioned between them. To the right of these buttons, there are two text labels: "Total filesize of selected documents (MB):" followed by a text box containing the value "7.662149", and "Maximum filesize allowed (MB): 10".

An error message will display if you should select a combination of documents that is larger than the maximum allowable file size of 10MB. If your combination of documents is larger than the maximum allowable file size, then you need to deselect documents by clicking the white check box next to the document(s) you wish to deselect. You could quite possibly have to create more than one aggregated file to view or download.

Screen shot of error message when selecting documents over the maximum file size limitation:



A screenshot of a document selection interface showing an error message. It features a light blue background. On the left, there are two buttons: "View Selected" and "Download Selected", with the word "or" positioned between them. To the right of these buttons, there is a red error message: "You must select fewer documents because the combined PDF would be over the 10 MB size limit." Below this message, there are two text labels: "Total filesize of selected documents (MB):" followed by a text box containing the value "14.174077", and "Maximum filesize allowed (MB): 10".