

Miscellaneous Information: Reports

Introduction

The *Reports* function of ECF provides the filing user with the following report options:

- Docket Sheet,
- Civil Cases,
- Criminal Cases,
- Calendar Events,
- Docket Activity, and
- Written Opinions.

Filing users can access the *Reports* function either directly from PACER or indirectly from ECF.

Enter the Reports Feature from ECF

To enter the *Reports* function while in ECF, take the following steps:

Step	Action
1	Click on <i>Reports</i> from the blue menu bar, which will open the PACER login screen.
2	Enter your PACER login and password.

Screen shot of Reports Feature Screen

The following screen shot depicts the *Reports* function screen.



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Docket Sheet Report

The *Docket Sheet* report allows you to view a docket sheet.

To view a docket sheet for a particular case, do the following:

- Enter the case number in the *Case number* field.
- Click on the *Find This Case* button.
- Check the boxes to include the information next to the box.
- Select either *Oldest date first* to sort the docket sheet by the oldest entry to the most recent or *Most recent date first* to sort the docket sheet by the most recent entry to the oldest entry.
- Click on the *Run Report* button.

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

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by

 Make these options my default.

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Civil Cases Report

The *Civil Cases Report* allows you to run a civil case report by any of the selection criteria on the *Civil Cases Report* screen, including the following:

- Office (division),
- Case type,
- Nature of suit,
- Cause,
- Jurisdiction, and
- Case flags.

Note: As usual, the system allows you to pick more than one item from the dropdown lists if you hold down the *CTRL* key while clicking on the items.

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Alexandria, Newport News
Case type: Civil, Miscellaneous
Nature of suit: 0 (zero), 110 (insurance)
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)
Jurisdiction: Diversity, Federal Question
Case flags: 2255, 3607
Terminal digit(s): 2, 4-7
 Open cases
 Closed cases
Filed: 1/28/2010 to 2/4/2010
Sort by: Case Number
Output Format: Formatted Display, Data Only
Run Report Clear Make these options my default.

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Criminal Cases Report

The *Criminal Cases Report* allows you to run a criminal case report by any of the selection criteria on the *Criminal Cases Report* screen, including the following:

- Office (division),
- Case types,
- Case flags,
- Citation,
- Filing date, and
- Status of defendants.

Note: As usual, the system allows you to pick more than one item from the dropdown lists if you hold down the *CTRL* key while clicking on the items.

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:
Case types:
Case flags:
Citation:

Count Status: Pending Disposed
Filed: to
Terminal digit(s): Pending defendants
 Terminated defendants
 Fugitive defendants
 Non-Fugitive defendants

Sort by:

Output Format: Formatted Display Data Only

Make these options my default.

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Docket Activity Report PUBLIC ACCESS

The *Docket Activity Report PUBLIC ACCESS* allows you to run a report by any of the selection criteria on the *Docket Activity Report PUBLIC ACCESS* screen, including the following:

- Case number,
- Whether the cases are open or closed,
- Office (division),
- Case types,
- Event category, and
- Case flags.

Note: As usual, the system allows you to pick more than one item from the dropdown lists if you hold down the *CTRL* key while clicking on the items.

The screenshot shows the ECF (Electronic Case Filing) interface for the 'Docket Activity Report PUBLIC ACCESS'. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. A warning message states: 'Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.' The main form area is titled 'Docket Activity Report PUBLIC ACCESS' and contains several input fields and checkboxes. The 'Case number' field is empty. The 'Office' dropdown menu is set to 'Alexandria'. The 'Case type' dropdown menu is set to 'CR Misc Cases'. The 'Event category' dropdown menu is set to 'adr'. The 'Case flags' dropdown menu is set to 'ARBITRATION'. The 'Filed between' field is set to '12/20/2006' and '12/21/2006'. The 'Sort by' dropdown menu is set to 'Case Number'. There are checkboxes for 'Only cases to which I am linked' (checked), 'Open cases', and 'Closed cases'. There are radio buttons for 'Summary text' (selected) and 'Full docket text'. At the bottom, there are 'Run Report' and 'Clear' buttons, and a checkbox for 'Make these options my default'.

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Written Opinions Report

The *Written Opinions Report* allows you to search for written opinions that were filed by the Court after April 16, 2005, which are available at no cost to ECF and PACER users.

Note: To access this report, you will not be prompted to enter your PACER login and password.

You can run a *Written Opinions* report by any of the selection criteria on the *Written Opinions Report* screen, including the following:

- Case number,
- Office (division),
- Nature of suit,
- Case type,
- Cause,
- Case flags, and
- Filing date.

Note: As usual, the system allows you to pick more than one item from the dropdown lists if you hold down the *CTRL* key while clicking on the items.

The screenshot shows the ECF (Electronic Case Filing) interface for the 'Written Opinions Report'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main form area is titled 'Written Opinions Report' and contains the following fields and options:

- Case Number:** A text input field.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Office:** A dropdown menu with options 'Alexandria' and 'Norfolk'.
- Nature of Suit:** A dropdown menu with options '0 (zero)' and '110 (Insurance)'.
- Case Type:** A dropdown menu with options 'CR Misc Cases' and 'Civil'.
- Cause:** A dropdown menu with options '0 (no cause specified)' and '02:0431 (02:431 Fed. Election...)'.
- Case Flags:** A dropdown menu with options '2255' and '3607'.
- Filed between:** Two date input fields showing '11/21/2006' and '12/21/2006'.
- Text Selection:** Two radio buttons: 'Summary text' (selected) and 'Full docket text'.
- Sort by:** A dropdown menu set to 'Case Number'.
- Buttons:** 'Run Report' and 'Clear' buttons.

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Calendar Events Report

The Calendar Events report allows you to search for hearings that are scheduled. The selection criteria for a search are as follows:

- Case Number,
- Judge,
- Office,
- Nature of Suit,
- Type of Hearing,
- Date range, and
- Include docket text, closed cases and display terminated parties.

The screenshot shows a web-based search interface for the 'Calendar Events Report'. The interface is set against a light blue background. At the top left, the title 'Calendar Events Report' is displayed in a bold, dark blue font. Below the title, there are several search criteria fields: a text input for 'Case number', a dropdown menu for 'Judge' with options '(MAG) LMB (T)' and '(MAG) O'Grady, Liam (T)', a dropdown menu for 'Office' with options 'Alexandria (1)', 'Norfolk (2)', and 'Richmond (3)', and a dropdown menu for 'Nature of suit' with options '0 (zero)' and '110 (Insurance)'. There is also a 'Calendar events' dropdown menu with options 'All Hearings', 'Allocation Hearing', and 'Arbitration Hearing'. A date range selector is present with 'Set 2/19/2010 to' followed by an empty date field and a 'Calendar' button. Below this are radio buttons for 'Both', 'AM', and 'PM', and a 'Time' input field. At the bottom, there are checkboxes for 'Include docket text', 'Include closed cases', and 'Display terminated parties'. A 'Sort by' dropdown menu is set to 'Time'. At the very bottom, there are 'Run Report' and 'Clear' buttons.