Miscellaneous Information – Query

Introduction

The *Query* function allows filing users to access case specific information. Filing users can query cases either directly from PACER or indirectly from ECF.

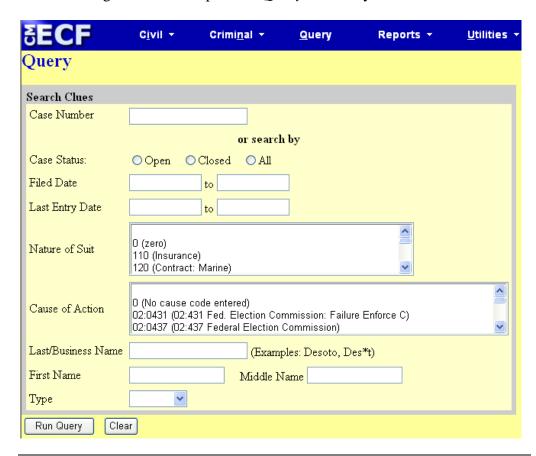
Entering the Query Mode from ECF

To use the *Query* function while in ECF, take the following steps:

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

Screen Shot of Query Data Entry Screen

The following screen shot depicts the *Query* data entry screen.



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Searching for a Case

To search for your case from the *Query* data entry screen, do the following:

If you	Then
Know the case number of the case	• Enter the case number in the <i>Case</i>
you wish to query	Number field and
	• Click on the <i>Run Query</i> button.
Don't know the case number you	• Enter the party's name in the party
wish to query	name fields as follows:
	Company name in the Last
	Name field.
	Individual's last name in the
	Last Name field and first name
	in the First Name field, then
	• Click on the <i>Run Query</i> button.

Search Results from the Query Data Entry Screen More than one case may result from a party search; therefore, you will need to click on the appropriate party name to access the case docket.

Screen shot of party name search results for party Alan Jones:

