

## 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.

*Continued on next page*

## Miscellaneous Information – Query, Continued

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

<b>If you...</b>	<b>Then...</b>
Know the case number of the case you wish to query	<ul style="list-style-type: none"><li>• Enter the case number in the <i>Case Number</i> field and</li><li>• Click on the <i>Run Query</i> button.</li></ul>
Don't know the case number you wish to query	<ul style="list-style-type: none"><li>• Enter the party's name in the party name fields as follows:<ul style="list-style-type: none"><li>➤ Company name in the Last Name field.</li><li>➤ Individual's last name in the <i>Last Name</i> field and first name in the <i>First Name</i> field, then</li></ul></li><li>• Click on the <i>Run Query</i> button.</li></ul>

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**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:

