

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
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)
Jurisdiction: Diversity, Federal Question
Case type: Civil, Miscellaneous
Nature of suit: 0 (zero), 110 (Insurance)
Case flags: 2255, 3607
Terminal digit(s): 2, 4-7
Filed: 1/28/2010 to 2/4/2010
Sort by: Case Number
Output Format: Formatted Display, Data Only
 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'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. 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 form fields are as follows:

- Case number:** A text input field.
- Office:** A dropdown menu with 'Alexandria' and 'Newport News' selected.
- Event category:** A dropdown menu with 'adr', 'answer', and 'appeal' selected.
- Case type:** A dropdown menu with 'CR Misc Cases' and 'Civil' selected.
- Case flags:** A dropdown menu with 'ARBITRATION' and 'CASREF' selected.
- Filters:** 'Only cases to which I am linked' (checked), 'Open cases' (unchecked), and 'Closed cases' (unchecked).
- Filed between:** '12/20/2006' and '12/21/2006'.
- Text type:** 'Summary text' (selected) and 'Full docket text' (unchecked).
- Sort by:** 'Case Number'.
- Buttons:** 'Run Report', 'Clear', and 'Make these options my default' (unchecked).

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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...)'. This field is currently selected.
- 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 the 'Calendar Events Report' search interface. It features several input fields and dropdown menus for filtering search results. The 'Case number' field is empty. The 'Judge' dropdown menu is open, showing options: '(MAG) LMB (T)' and '(MAG) O'Grady, Liam (T)'. The 'Office' dropdown menu is open, showing options: 'Alexandria (1)', 'Norfolk (2)', and 'Richmond (3)'. The 'Nature of suit' dropdown menu is open, showing options: '0 (zero)' and '110 (Insurance)'. The 'Calendar events' dropdown menu is open, showing options: 'All Hearings', 'Allocation Hearing', and 'Arbitration Hearing'. The 'Set' field is set to '2/19/2010' and the 'to' field is empty. The 'Time' field is empty. There are radio buttons for 'Both', 'AM', and 'PM'. There are checkboxes for 'Include docket text', 'Include closed cases', and 'Display terminated parties'. The 'Sort by' dropdown menu is set to 'Time'. There are 'Run Report' and 'Clear' buttons at the bottom.