

## Queries: Pacer ECF

**Office Codes:** 3 = Jacksonville 6 = Orlando 8 = Tampa 9 = Fort Myers

**Type:** bk=Bankruptcy; ap=Adversary; mp=MiscMtrs

### CM/ECF Name Search:

Last, First and Middle Names are separate fields

### CM/ECF Case Number:

(99-12345) or (1:99-bk-12345)

Using the format **99-12345** (year-case no.) will produce a list of cases with that number which will include all divisions, adversaries or misc matters.

Using the format **1:99-bk-12345** (office:year-type-case no) will break down the search for the exact file desired.

### CM/ECF Docket Report ... Search:

**\*\* Please Read \*\*** Currently, the numbering format does not follow through to the next screen. If the default number format that appears is used, the search query will bring up a list of files that meets that numbering criteria and the correct file must be selected from the list. To bring up the exact file, the format **1:99-bk-12345** must be re-entered.

**\*\* Please Read \*\*** Currently, there is no default search criteria. If a report is run with no search criteria other than the case number, **and** there are pages upon pages of entries, a charge will be assessed for **EVERYTHING** that appears after the click. Since the docket numbers are probably not known, a search using the date criteria (Filed/Entered) is strongly suggested.

### CM/ECF Claims:

Claims can be found under Reports

At this time, the blank and Creditor are the only available Creditor Types. The Limited Notice, Administrative, and Local Rule 1007-2 will be available at a later date. The docket sheet is available through the Claims page by clicking on the case number at the top of the page. There is important information noted in the Docket Report Search section above.

**CM/ECF Labels:**

There is nothing available at the current time to directly print labels, however...

**Word 2000:** Highlight and copy the address list and paste into Word 2000. The copied data will appear as labels. However, at this time, it will only be in single column format and there will be a fair amount of manipulation that remains to be done.

**Word 97:** Highlight and copy the address list. Paste Special...(Unformatted text) into Word 97. The formatting will remain as it appears in the original list, however, it will be in single column format and must be manually manipulated to fit on a sheet of labels.

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Special Mailing Group: choose blank or all as currently there are no special groups assigned.